

Now hiring.

Planner



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The Planner is responsible for leading and coordinating the land development process from due diligence and land acquisition through the design, approvals, servicing, and municipal assumption phases. The Planner acts as a primary point of contact for internal teams, consultants, contractors, municipalities and external stakeholders, supporting project feasibility, approvals strategy, and delivery objectives.

Education and Qualifications:

- Diploma or degree in Urban Planning, or related discipline.
- Demonstrated experience in project coordination.
- Minimum of 3 years of relevant experience in a development Planning role.
- Eligibility for, or membership in, the Ontario Professional Planners Institute (OPPI) considered an asset.
- PMP considered an asset.

Required Knowledge/Skills:

- Strong understanding of Ontario land use planning legislation, policy, and regulatory frameworks, including the Planning Act, Provincial Planning Statement, and related provincial plans.
- Demonstrated knowledge of municipal development approval processes and engineering standards.
- Ability to read, understand, interpret, and apply planning documents at all levels, including Official Plans, Zoning By-laws, Secondary Plans, and Urban Design Guidelines.
- Experience reviewing and coordinating planning and technical studies, including planning justification reports, environmental studies, traffic impact studies, servicing reports, and related application materials.
- Working knowledge of land development engineering principles, municipal servicing standards, and the interdisciplinary relationship between planning, engineering, and construction.
- Strong project coordination skills, with the ability to manage multiple files, deadlines, and consultants concurrently.





- Experience liaising with municipalities, conservation authorities, utility providers, and other regulatory agencies.
- Excellent written and verbal communication skills, with the ability to prepare, review, and coordinate planning reports, correspondence, and application submissions.
- Strong stakeholder management and interpersonal skills, including the ability to represent the company at meetings, workshops, and public or stakeholder engagements.
- Analytical and problem-solving skills, with the ability to identify planning risks, evaluate development potential, and recommend strategies to support project objectives.
- High level of organization and attention to detail, with the ability to prioritize shifting project needs in a fast-paced development environment.
- Ability to work independently and collaboratively within interdisciplinary project teams.
- Proficiency in Microsoft Office (Word, Excel, Outlook); digital application processes, and basic AutoCAD skills considered an asset
- Valid driver's license.

General Responsibilities:

- Demonstrate and uphold Doug Tarry Limited core values, ensuring the Doug Tarry brand and Doug Tarry Difference are reflected in all aspects of the role.
- Strong commitment to meet and complete tasks in a timely manner.
- Develop and maintain ethical and professional relationships with staff, consultants, vendors, subcontractors, and Bodies of Authority.
- Foster an environment of collaboration and continuous improvement following lean principles to implement strategies to improve cost effectiveness, production and customer satisfaction.
- Maintain a current detailed knowledge of all applicable codes, standards, acts and regulations.
- Follow current policies, procedures and processes.
- Foster a healthy working environment for DTL staff as well as anyone entering the site.
- Take the approach that at times, additional time and effort will be required to achieve a task that has sensitive deadlines.
- Demonstrate commitment to sustainability and innovation initiatives.
- Help build on the customer-for-life philosophy by providing excellent customer service.
- Deliver exceptional service and experiences that turn customers into "raving fans" who actively promote our brand.
- Perform other duties as assigned.

Working Conditions:

- Work is performed in both office and field environments.
- Periodic travel to development sites and municipal offices, including outdoor site visits in various weather conditions (appropriate footwear and personal protective equipment may be required, as applicable).
- Includes desk-based computer work as well as time spent walking development sites, attending site meetings, climbing stairs, and navigating uneven terrain.
- Data entry and use of planning, document management, and municipal submission systems, as specified by the company.
- Daily communication with internal team members, municipal staff, consultants, and other project stakeholders.

Hourly Wage: \$28 to \$36 per hour

If you meet the qualifications needed for this position, we invite you to submit an application to our organization. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forward-thinking organization that is rapidly advancing in the high-performance sustainability sector and need like-minded individuals to work with our stellar team! *We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

