CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – COMMUNITY PLANNING & DESIGN - LOCATION – 71 MAIN STREET WEST 6TH FLOOR)

PLANNING TECHNICIAN II - COMMUNITY PLANNING - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Heritage and Urban Design, provides research and technical support for heritage planning staff.

Carries out responsibilities related to the Downtown Cultural Heritage Inventory

GENERAL DUTIES

Conducts special studies, collects and analyzes data; formulates conclusions, makes recommendations.

Conducts site inspections.

Composes correspondence; compiles statistics.

Reviews and comments on proposed development, plans, policies, studies and legislation.

Interprets legislation such as Planning Act and the Ontario Heritage Act.

Records and updates neighbourhood and area plans and amendments.

Books and arranges meetings; sets up displays.

Prepares notices; compiles agendas; takes and transcribes minutes and project files.

Receives and answers inquiries from staff, public, elected officials, community groups and outside agencies.

Compiles chronologies for reports, committees and quasi judicial hearings.

Maintains resource library files such as planning documents and council minutes.

Inputs and retrieves planning data.

Makes presentations at meetings.

Prepares evidence for O.M.B. hearings.

Scans agendas. Oversees technical staff. Acts as a resource person for staff.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience providing comments on proposed developments, interpreting the Planning Act, researching and analyzing studies and plans.

2. Successful completion of a two-year Community College program in Urban and Regional Planning - GIS program is preferred or other relevant education.

2. Demonstrated ability to express ideas effectively in writing and verbally.

4. Previous experience using GIS, ACCESS or similar data base.