

## CITY OF HAMILTON

LAST REVISION – June 2022

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**(PLANNING DIVISION – ZONING & COMMITTEE OF ADJUSTMENT – LOCATION – 71 MAIN ST. W., 5<sup>TH</sup> FLOOR)**

**ZONING EXAMINER AND CODE CORRELATOR - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Supervisor of Zoning, examines and approves plans in accordance with Zoning, Municipal and Site Plan Control By-laws and other relevant legislation. Issues zoning verifications and property reports. Composes written reports for enquiries from public, other civic departments, committees, boards and commissions.

**GENERAL DUTIES**

Examine and approve building permit applications and plan for zoning compliance with By-law Provisions and other relevant legislation for buildings, lands, uses of proposed additions, alterations and new developments of all public, institutional, commercial, industrial and residential designations.

Interpret zoning by-laws and other relevant legislation.

Search zoning maps, surveys and property files, development agreements and other specific and relevant Municipal By-laws, policies, Provincial Acts and regulations to verify compliance with the Zoning By-law.

Analyze and calculate development requirements.

Determine acceptance or refusal of building permit applications based on conformity with applicable legislation.

Research, complete and issue zoning verifications and property reports.

Compose reports and correspondence to other departments, professionals, Council, Committees and the public.

Receive and answer enquiries from staff, public, elected officials, developers, contractors, engineers, architects, lawyers and realtors.

Meet, advise and communicate with staff, public, other departments, design professionals, lawyers and realtors on regulations, procedures, revisions and modifications for building permit applications.

Liaise with Boards and Commissions such as Liquor Licence Board of Ontario.

Represent department at meetings.

Assist with enquiries at counter.

Investigate and follow up on approvals relevant to permit issuance.

Instruct counter staff on zoning related matters.

Review and advise on proposed plans of subdivisions and other developments.

Retrieve data.

Testify in court and Ontario Municipal Board hearings.

Work 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.

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

**QUALIFICATIONS**

1. A minimum of a Community College Diploma in Urban and Regional Planning Technician program.
2. Previous work experience reviewing planning act applications and building permit applicants.
3. Qualification for full membership within the Canadian Association of Certified Planning Technicians (C.A.C.P.T.) is preferred.
4. Thorough knowledge of Zoning By-laws and relevant legislation.
5. Must possess numerical aptitude and analytical skills.
6. Demonstrated ability to organize and prioritize workloads.
7. Experience in a computerized environment. Working knowledge of Word and Excel and the Windows Operating System
8. Demonstrated ability to communicate effectively both verbally and in written form.

**SALARY:**

**Salary Grade K**

**HOURS:**

35 per week

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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