

CITY OF HAMILTON

LAST REVISION – JANUARY 2023

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION - DEVELOPMENT PLANNING, HERITAGE AND DESIGN – 71 MAIN STREET WEST, HAMILTON)

PLANNER I - URBAN DESIGN -CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Development Planning, Heritage and Design, under the general supervision of the Senior Project Manager. Develop conceptual plans and policies for private and public urban design initiatives. Participate in special multi-disciplinary projects.

GENERAL DUTIES

Research and develop urban design guidelines and policies at the direction of the Manager of Development Planning, Heritage and Design.

Assist in the review of development applications including reviewing and commenting on landscape, site designs and urban design briefs.

Review and comment on design implications of draft policies for urban design, heritage and architectural conservation, zoning and neighbourhood planning.

Liaise with other departments, landowners and outside agencies.

Prepare and present reports to Council and public meetings.

Receive and answer inquiries from staff, public, other departments and municipalities, outside agencies and elected officials.

Provide research information and technical advice to department project teams, landowners and special purpose committees at the direction of the Manager of Development Planning, Heritage and Design.

Prepare and present evidence before the Local Planning Appeal Tribunal and judicial courts.

Co-ordinate research and analyze special projects including Streetscape Master Plans, and Urban Design Guidelines.

Write reports; compose correspondence; compile statistics.

Represent the Department on special purpose and general committees.

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

QUALIFICATIONS

1. An Honours degree in Urban Design, Planning, Landscape Architecture or a directly related field with a minimum of two years of professional experience in a relevant area of urban design planning.
2. A minimum of two years of professional experience in at least two of the following areas: urban design, landscape architecture and land use planning.

3. A high level of skill in research, problem solving, oral and written communications, and interpersonal relations.
4. Ability to work effectively in a team environment.
5. Must have working knowledge of word processing, spreadsheets, drawing software, and manual drafting and drawing ability.
6. Excellent analytical abilities, with a thorough knowledge of analytical research methodologies and computerized design techniques.
7. Familiarity with government and the political environment.
8. Must be a full (certified) Member of the Canadian Institute of Planners, full Member of the Ontario Association of Landscape Architects or full membership of similar provincial or national professional organization representing planners and landscape architects.

SALARY:

Salary Grade O

\$ per hour

HOURS:

35 per week

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