

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – ZONING AND COMMITTEE OF ADJUSTMENT - LOCATION – 71 MAIN STREET WEST, 5TH FLOOR))

SENIOR ZONING EXAMINER & CODE CORRELATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Zoning Review examines and approves plans in accordance with Zoning, Municipal and Site Plan Control By-laws and other relevant legislation. Acts a resource, provides technical assistance and interpretative advice, and ensures building permit and Planning Act-related application reviews are performed so as to achieve compliance with the Zoning By-law and so that reviews are completed accurately and in accordance with department guidelines. Issues zoning verifications and property reports.

Represents the Planning Division on various municipal committees to provide Zoning Interpretations.

Composes written reports and correspondence arising from public enquiries, other civic departments, committees, boards and commissions. Recommends and drafts policy on zoning and related issues for the Manager of Zoning and Committee of Adjustment.

SPECIFIC DUTIES

Examine and approve building permit applications and plans for zoning compliance with By-law provisions and other relevant legislation for buildings, lands, uses of proposed additions, alterations, and new developments.

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.

Maintain comprehensive and accurate records.

Interpret Zoning By-laws and other relevant legislation. Draft and maintain updated interpretations for the Manager of Zoning and Committee of Adjustment.

Audits Zoning Verification/Property Reports, Planning Act applications, building permit applications on a regular basis in order to ensure that proper procedures and consistency have been followed.

Liaises with Zoning Examiners on a regular basis to ensure up to date knowledge is maintained regarding amendments to existing by-laws and divisional policies and procedures and recommends implementation methods for new legislation.

Assists in the development and evolution of performance standards ensuring identified outcomes are met.

Acts a resource, giving technical assistance and interpretative advice.

Develops work methods, trains and advises staff in zoning related work, responsibilities and department, by-laws, policies and procedures, and other applicable law.

Summarizes records and documents and prepares reports and evidence for Ontario Land Tribunal hearings. Testifies in court and at Ontario Land Tribunal hearings.

Conducts in-depth studies/investigations and prepares reports and recommendations for internal and external

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departments and for Council, which may involve sensitive, confidential information.

Receives and answers inquiries from public, staff, consultants, contractors, other departments, elected officials, lawyers, architects and engineers.

Coordinates comments for changes to the Municipal Zoning By-laws and other relevant legislation.

Liaises with Local, Provincial and Federal authorities to clarify the interpretation of Zoning By-laws.

Liaises with other departments, the public, and outside agencies in the preparation of technical reports and responds, in writing or orally, to inquiries and complaints from elected officials, lawyers, architects, engineers, and contractors.

Develops or assists in development of procedures or training relating to zoning review.

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

Investigate, analyzes and resolves complex sensitive situations regarding the Zoning By-law requirements and other relevant legislation and initiates appropriate action for the Manager of Zoning and Committee of Adjustment and/or the Director of Planning and Chief Planner.

Provides technical assistance and interpretative advice to the Supervisor of Zoning and Manager of Zoning and Committee of Adjustment.

Represents the Planning Division before Committees of Council, public meetings and affiliated technical committees.

Assumes the responsibilities of the Supervisor, Zoning Review in their absence for the Zoning staff and responsibilities of the Zoning review team.

Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.

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. Community College Graduation from a Municipal Planning or Architectural Technology Program or equivalent related work experience with considerable relevant Municipal Zoning experience.
2. Full membership within the C.A.C.P.T. (Canadian Association of Certified Planning Technicians).
3. Eligible for O.B.O.A. Certification (Ontario Building Officials Association).
4. Possession of a Class "G" Driver's Licence.
5. The ability to interpret complex concepts withing Zoning By-laws and other relevant legislation (legaleze).
6. Thorough knowledge and comprehension of Zoning By-laws, the Planning Act and other relevant legislation.

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7. Proven knowledge, experience and ability to compose reports and correspondence to other departments and committees for development agreements, zoning amendments, Committee of Adjustment (minor variances and land severances), road and alley closures, draft by-laws, City initiatives, site plan exemptions, encroachment agreements, condominium conversions, part lot control, liquor licences, demolition applications, Committees of Council and other agencies.
8. Computer literate and familiar with Microsoft Word and Outlook.
9. Familiar with AMANDA database system.
10. Thorough knowledge of the Occupational Health and Safety Act.
11. Demonstrated ability to act independently, with strong problem solving and decision-making skills.
12. The ability to make "judgement calls" and "alternative measures" decisions as needed when making decisions pertaining to Zoning By-law interpretation and defend such decisions.
13. Excellent written and verbal communication skills.