

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 330 WENTWORTH STREET NORTH

ENVIRONMENTAL PLANNER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Environmental Planning, provide input into environmental assessments for Regional road projects. Implement public consultation programs for environmental assessments and special projects such as Red Hill Creek Expressway and Bicycle Implementation Programs.

SPECIFIC DUTIES

Collect background data/information and analyze data for environmental assessments and special projects.

Conduct site inspections.

Recommend public consultation techniques and data requirements for environmental assessments.

Identify and evaluate procedures to carry out environmental assessments.

Write reports such as environmental assessments.

Design and co-ordinate environmental assessments for road projects.

Develop and implement public consultation programs for environmental assessments and special projects such as Red Hill Creek Expressway and the Bicycle Implementation Programs.

Monitor implementation of environmental assessment projects through site inspections.

Liaise with area residents, elected officials and agencies on environmental matters.

Review environmental component of environmental assessment documents.

Research, prepare and write planning reports and study design, analyse data and compose correspondence.

Review and comment on regional/local planning documents.

Prepare material for presentations at Information Centre. Participate at Information Centre meetings.

Set up displays at Information Centres.

Arrange workshops and public information meetings.

Maintain Records such as consultation files, enquiries, meetings and reports.

Co-ordinate advertising and notification requirements for projects.

Assist in the development of consultant terms of reference and consultant selection.

Organize professional development seminars.

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

QUALIFICATIONS

1. University Degree in Environmental Studies or Environmental Planning.
2. Eligibility for membership in the Canadian Institute of Planners.
3. Excellent verbal and written communications skills.

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