

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – ZONING AND COMMITTEE OF ADJUSTMENT – LOCATION – 71 MAIN ST. W., 5TH FLOOR)

SUPERVISOR OF ZONING

SUMMARY OF DUTIES

Reporting to the Manager, Zoning and Committee of Adjustment, supervises and assigns work and direction for Zoning Examination staff, 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.

SPECIFIC DUTIES

Assumes the responsibilities of the Manager, Zoning and Committee of Adjustment, in their absence.

Supervises and assigns work and direction for Zoning Examination staff, and acts a resource, giving technical assistance and interpretative advice.

Responsible for ensuring 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.

Schedules and coordinates staff to ensure adequate coverage for all Zoning Review team. Reviews and adjusts workload of Zoning Examiners when necessary.

Plans and prepares work schedules, organizes and assigns duties to staff, establishes priorities, participates in staff hiring, monitors and evaluates staff performance, recommends discipline and trains staff, as well as assisting in developing staff to their full potential.

Responsible for the performance management of staff including motivation and supervision, interviewing, hiring, orientation, training, scheduling, disciplining, performance evaluations, and confidential matters.

Clearly communicates operational and administrative expectations for staff.

Approves vacation, flex time and overtime requests in keeping with the operational needs of the Zoning section.

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

Supervises the attendance management program, conducts evaluations, performance appraisals and investigations.

Audits Zoning Verification/Property Reports, Planning applications, building permit applications, and other Building Division functions 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.

Monitors and evaluates employee performance and provides support and coaching for staff development.

Approves training for Zoning Examiners as required.

Provides technical assistance and interpretative advice to the Manager of Zoning and Committee of Adjustment, Director of Planning and Chief Planner, all Planning Division staff, and other City staff.

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

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

Drafts policies for interpretation of the Municipal Zoning By-laws for approval by the Manager of Zoning and Committee of Adjustment.

Prepares reports on workloads for review by Senior Staff.

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

Liases 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.

Resolves issues which may develop between staff, consultants, contractors, builders, homeowners or design professionals and acts as an intermediary at the request of the Manager, Zoning and Committee of Adjustment.

Investigates, analyzes and resolves complex sensitive situations regarding the Zoning By-law requirements and other relevant legislation and initiates appropriate action for the Director of Planning and Chief Planner and other staff as needed.

Interprets Zoning By-laws and other relevant legislation.

Interprets Planning Division policies for the public. Prepares new policies, and updates existing policies on behalf of the Manager, Zoning and Committee of Adjustment.

Maintains comprehensive and accurate records.

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

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

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

Coordinates comments for changes to Municipal zoning by-laws and other relevant legislation.

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

Represents respective areas in labour relations issues including participation in labour management meetings, providing input for Collective Agreements and grievance settlements.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the required duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is taken for those employees who do not work in compliance with legislation, policies and procedures.

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.

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 more than extensive years of relevant experience.
2. Full membership within the C.A.C.P.T. (Canadian Association of Certified Planning Technicians) or equivalent.
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.
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. Ability to deal effectively with elected officials, representatives of other levels of government, senior management, peers, staff and the general public. Regularly meets with each of the above one-on-one without Manager and/or Director.
12. Demonstrated ability to act independently, with strong problem solving and decision-making skills.
13. 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.
14. Numerical aptitude and computer literacy skills.

15. Excellent written and verbal communication skills.

THIS POSITION REQUIRES A VALID CLASS "G" LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.