

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM AND CULTURE – HERITAGE RESOURCE MANAGEMENT – LISTER BLOCK)**

HERITAGE PROJECT SPECIALIST - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Heritage Resource Management. Researches and conducts inventories of built heritage resources and reports on recommendations for heritage buildings proposed for designation under the Ontario Heritage Act or listing on the City's heritage inventory. Assists in the development of long-term heritage conservation strategies.

GENERAL DUTIES

Conduct city wide built heritage inventories of neighbourhoods using current industry best practice.

Research the construction, architectural style and historical associations of buildings and districts proposed for designation under the Ontario Heritage Act or listing on the City's heritage inventory.

Locate and interpret public documents and archival records.

Make site visits, take photographs and make records for built heritage inventory.

Facilitate and plan public engagement initiatives such as public meetings, stakeholder consultation, and focus groups.

Develop project plans using current project management best practice.

Assist in the development of public programming related to Built Heritage Conservation.

Prepare Council Reports and make recommendations for properties and districts subject to Heritage designation by-laws.

Receive and answer inquiries from staff, public, other departments, agencies, developers, public and Council on City's heritage inventory.

Collect data, analyse and advise on heritage building conservation methods and materials.

Assist in the development of long term heritage conservation strategies.

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

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.

QUALIFICATIONS

1. University Degree in History, Public History, Architectural History, Architectural Preservation or a directly related field of study with experience in areas of Heritage Conservation.
2. Heritage Planning experience including researching the construction, architectural style and historical associations of buildings and districts.

3. Ability to express ideas effectively, orally and in writing/facilitation skills and presentation skills. Demonstrated ability to prepare and write reports.
4. Ability to establish and maintain effective working relationships as necessitated by work assignments.
5. Considerable knowledge of the current trends and developments in this specialized area.
6. Strong knowledge of the Ontario Heritage Act and the Planning Act and related processes gained thorough practical experience.
7. Demonstrated project management experience.
8. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
9. Strong customer service skills with the demonstrated ability to receive and answer inquiries from staff, public, other departments, agencies, developers, public and Council on heritage designation and property issues.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs