

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (DEVELOPMENT PLANNING - LOCATION – 71 MAIN STREET WEST)

PLANNING TECHNICIAN II – DEVELOPMENT - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Development Planning, under the general supervision of the Senior Project Manager, administers and performs duties associated with the processing of development applications.

GENERAL DUTIES

Conduct special studies, collect and analyze data; formulate conclusion, make recommendation.

Conduct site inspections.

Write reports, compose correspondence, compile statistics.

Review and comment on proposed development, plans, policies, studies and legislation.

Interpret legislation such as Planning Act as well as the Heritage Act.

Assist in preparing work program; monitor progress.

Record and update neighbourhood and area plans and amendments.

Book and arrange meetings; set up displays.

Prepare notices; compile agendas; take and transcribe minutes and project files.

Organize and conduct tours.

Receive and answer inquiries from staff, public, elected officials, community groups and outside agencies.

Compile chronologies for reports, committees and quasi judicial hearings.

Maintain resource library files such as planning documents and council minutes.

Input and retrieve planning data.

Make presentations at meetings.

Prepare evidence for Ontario Land Tribunal hearings.

Scan agendas. Act as a resource person for staff.

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

QUALIFICATIONS

1. Demonstrated understanding of the development approval process, ability to interpret the Planning Act, provide research and analyze studies and plans normally acquired through the completion of a two-year Community College program from an accredited planning technician program.
2. Ability to express ideas effectively, verbally and in writing and able to establish and maintain effective working relations as necessitated by work assignments.
3. Experience in a computerized environment. Working knowledge of Word, Access and Excel. Working knowledge of AMANDA would be an asset.
4. Municipal Planning experience an asset.
5. Member or eligible for membership with the Canadian Association of Certified Planning Technicians.

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