

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – DEVELOPMENT PLANNING, HERITAGE AND DESIGN – LOCATION – 71 MAIN ST W

CULTURAL HERITAGE PLANNER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Cultural Heritage Program Lead in the Heritage and Urban Design Section. Reviews and provides comments on Planning Act applications and applications for alterations to heritage properties submitted to the City. Researches and reports on buildings and landscapes proposed for designation under Ontario Heritage Act and prepares and administers heritage planning policies.

GENERAL DUTIES

Research the construction, architectural style and historical associations of buildings, cultural heritage landscapes, 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 for heritage background reports.

Make site visits, take photographs and make records for heritage designation and funding purposes.

Co-ordinate and act as resource person for the Hamilton Municipal Heritage Committee and Sub-Committees.

Provide technical advice to committees and associations on heritage preservation issues.

Prepare reports, policy and implementation strategies for properties and districts subject to Heritage designation by-laws.

Review and provide comments on demolition, zoning and all development applications.

Receive and answer inquiries from staff, public, other departments, agencies, developers, public and Council on heritage designation and property issues.

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

Meet with and provide technical advice to property owners on alterations to heritage buildings.

Provide technical support for the administration of various programs.

Identify and secure outside grant or loan funding for heritage conservation projects.

Instruct summer students, building contractors and contract staff or consultants.

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

QUALIFICATIONS

1. University Degree in Planning, Architectural History, Architectural Preservation or related field with demonstrated experience in areas of Heritage Conservation. Full Membership in OPPI/CIP or Canadian Association of Heritage Professionals is preferred.

Job Description NO. 793

2. Ability to research the construction, architectural style and historical associations of buildings and districts proposed for designation under the Ontario Heritage Act.
3. Knowledge and experience with the Ontario Heritage Act, the Planning Act and planning processes, Provincial Policy Statement and related processes gained thorough practical experience. The ability to provide technical advice on heritage preservation issues and ability to secure grants and loans. Considerable knowledge of the current trends and developments in this specialized area.
4. 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.
5. Ability to express ideas effectively, orally and in writing/facilitation skills and presentation skills. Demonstrated ability to prepare and write reports, policies and strategies.
6. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
7. Ability to establish and maintain effective working relationships as necessitated by work assignments.

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