

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – DEVELOPMENT PLANNING, HERITAGE & DESIGN - LOCATION – 71 MAIN STREET WEST, 5TH FLOOR)

PLANNER II - CULTURAL HERITAGE – DEVELOPMENT PLANNING, HERITAGE & DESIGN – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Development Planning, Heritage and Design, under the general supervision of the Senior Project Manager, reviews and provides comments on Planning Act applications and applications for alterations to heritage properties submitted to the City. Researches and reports on buildings proposed for designation under the Ontario Heritage Act 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.

Review and provide comments on planning applications and applications for alterations to heritage properties submitted to the City.

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.

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.

Assist in preparing documentation in support of Cultural Heritage Planners at Ontario Municipal Board and Conservation Review Board hearings.

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

Collect data, analyze 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.

Perform other related 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 experience in areas of Heritage Conservation.
2. Membership or eligibility for membership in OPPI/CIP or Canadian Association of Heritage Professionals is required.
3. Ability to research the construction, architectural style and historical associations of buildings and districts proposed for designation under the Ontario Heritage Act.

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

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