

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – HERITAGE AND URBAN DESIGN SECTION - LOCATION - 71 MAIN STREET WEST 4TH FLOOR)

PLANNING TECHNICIAN II – CULTURAL HERITAGE - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Program Lead Cultural Heritage, provides research and technical support for Cultural Heritage Planning staff.

Carries out responsibilities related to the Built Heritage Inventory Strategy.

GENERAL DUTIES

Research the construction, architectural style and historical associations of properties of potential cultural heritage value or interest.

Locate and interpret public documents and archival records for heritage evaluation reports.

Conduct site visits, take photographs and make records of heritage properties.

Evaluate the cultural heritage value or interest of properties in accordance with the *Ontario Heritage Act*.

Prepare committee reports and make presentations at meetings related to recommendations for properties for listing on the Municipal Heritage Register and for designation under the *Ontario Heritage Act*.

Draft by-laws for the designation of property under the *Ontario Heritage Act*.

Prepare and process notices related to listing on the Municipal Heritage Register and designation under the *Ontario Heritage Act*.

Provide administrative and coordination support.

Receive and answer inquiries from staff in other departments, applicants, elected officials, the public, community and stakeholder groups and outside agencies.

Maintain the heritage resource library and property files.

Update and maintain the heritage resource databases and mapping, including the Municipal Heritage Register.

Prepare evidence for Ontario Land Tribunal hearings.

Compile chronologies for reports, committees and quasi-judicial hearings.

Act as a resource person for staff, heritage committee members and volunteers.

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.

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

QUALIFICATIONS

1. University Degree in History, Public History, Architectural History, Architectural Preservation, Planning, or a directly related field of study, normally acquired through the completion of a two-year Community College program in municipal planning or a combination of education and relevant work experience in heritage planning.
2. Proven ability to research and evaluate the cultural heritage value or interest of properties proposed for listing and designation under the *Ontario Heritage Act*.
3. Demonstrated ability to express ideas effectively in writing and verbally.
4. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.