

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANAGEMENT DIVISION — LEGISLATIVE APPROVALS/STAGING OF DEVELOPMENT LOCATION -
71 MAIN STREET WEST)

PLANNING TECHNICIAN I - LEGISLATIVE APPROVALS/STAGING OF DEVELOPMENT- CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Staging, Development and Legislative Approvals, provides research and technical support for Growth Management staff.

Carries out responsibilities related to the Address Information Management System (AIMS) and special studies / projects.

GENERAL DUTIES

Conducts special studies / projects, collects and analyses data; formulates conclusions, makes recommendations.

Conducts site inspections with potential direct contact with property owners or tenants, in order to confirm municipal numbers and unit numbers of buildings for the AIMS project.

Composes correspondence and reports for AIMS project and Street Name Changes; and, compiles related statistics.

Reviews and comments on proposed development, plans, policies, studies and legislation.

Interprets legislation such as Planning Act and the Condominium Act.

Records and updates Staging of Development statistics and program.

Books and arranges meetings; sets up displays.

Prepares notices; compiles agendas; takes and transcribes minutes and project files.

Receives and answers inquiries from staff, public, elected officials, other departments, lawyers, developers, community groups and outside agencies.

Compiles chronologies for reports, Committees, quasi-judicial hearings, and judicial hearings

Maintains resource library files such as planning documents and Council minutes.

Inputs and retrieves planning and Growth Management data.

Makes presentations at meetings.

Prepares evidence for Ontario Land Tribunal (O.L.T.) hearings.

Acts as a resource person for staff.

Writes reports.

Receives and answers inquiries at counter.

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.

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

QUALIFICATIONS

1. Demonstrated expertise in reviewing development applications, file and project management, interpreting the Planning Act and Condominium Act and other planning legislation, researching and analysing studies and plans, usually acquired through the successful completion of a two-year Community College course in Municipal Planning and Development or an equivalent combination of education and planning experience.
2. Extensive professional planning experience in a directly related position is preferred.
3. Ability to express ideas effectively, verbally and in writing and able to establish and maintain effective working relations as necessitated by work assignments.
4. Experience in a computerized environment. Working knowledge of Word Excel, GIS and database systems.
5. Municipal Planning experience an asset.
6. A thorough understanding and familiarity with Provincial policy and legislation notably the Ontario Planning Act, Provincial Policy Statement, Places to Grow and the Niagara Escarpment Plan.
7. Excellent written and verbal communication skills, facilitation skills and presentation skills. Demonstrated ability to prepare and write reports.
8. Strong customer service skills with the demonstrated ability to receive and answer inquiries from staff, public, other departments, agencies, developers, public and Council on development related matters.
9. Proven organization skills and the ability to work with very tight deadlines and competing priorities.

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