

CITY OF HAMILTON

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

PLANNER I - NATURAL HERITAGE – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Heritage and Urban Design, under the general supervision of the Urban Design Program Lead, reviews and provides natural heritage advice on complex or sensitive planning applications and administers the City's natural heritage protection and planning programs. Administers natural heritage projects to protect and enhance natural areas as directed by Provincial Policy Statements.

GENERAL DUTIES

Assist in the preparation of an annual work program for natural heritage by setting priorities, budget and timelines estimates and staffing requirements.

Review and provide natural heritage advice on complex or sensitive planning applications.

Collect and analyse data, formulate conclusions, develop Official Plan policy relating to natural heritage.

Provide technical advice and expertise by representing the City's natural heritage interests on committees, at workshops and meetings.

Provide project management duties by researching and developing programs, assessing staffing and funding needs.

Receive and answer enquiries from staff, the public, elected officials, municipalities, provincial and federal governments and outside agencies.

Work with community groups and administer the volunteer Environmentally Significant Areas Impact Evaluation Group

Seek funding from outside sources for natural heritage programs.

Monitor, review and provide comments on legislation and programs instituted by municipal, provincial and federal governments.

Assist in hiring and managing of consultants.

Liaise with provincial and federal government agencies, property owners and consultants on a variety of natural heritage issues.

Prepare and present evidence at Ontario Land Tribunal Hearings.

Conduct site visits to properties to assess natural heritage features.

Give presentations to City staff, Council, other municipalities, agencies, local and national representatives.

Conduct media interviews on natural heritage matters.

Perform other duties as assigned.

Job Description #: A15035

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.