

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – DEVELOPMENT PLANNING- LOCATION - 71 MAIN STREET WEST, 5TH FLOOR

PLANNER II – URBAN BOUNDARY EXPANSION - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Sustainable Communities, under the general supervision of the Program Lead Urban Boundary Expansion. Reviews applications and submitted material, assists in summarizing issues conducts research and studies urban boundary expansion proposals.

GENERAL DUTIES

Receives and checks all types of Application forms.

Prepares wording for Public Notice signs.

Writes reports such as committee and Council reports.

Composes correspondence; compiles and analyzes statistics.

Determines agencies and departments for circularization of urban boundary expansion and associated secondary plan applications. Analyzes and reports on information received.

Liaises with applicants, area residents, elected officials and agencies on planning matters.

Conducts site inspections.

Evaluates planning merits of applications; incorporates planning and municipal objectives and makes recommendations on proposed developments for action by Council.

Negotiates planning requirements and conditions to settle disputes and policy interpretations.

Conducts research for special studies and reports.

Identifies and evaluates alternatives, formulates conclusion; prepares and presents recommendations to committee.

Coordinates, prepares and presents evidence as expert witness at O.M.B. hearings.

Receives and answers inquiries from staff, elected officials, public, other departments and outside agencies.

Inputs and retrieves planning data.

Receives and answers inquiries at counter.

Reviews and interprets zoning by-laws and draft by-law amendments.

Interprets Legislation such as The Planning Act and associated regulations.

Arranges meetings.

Maintains records such as inquiries, meetings and reports.

Represents department at meetings such as client, interdepartmental and public meetings.

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. Degree in Urban or Regional Planning or in a related discipline. Proven ability to analyze major problems and develop solutions by using a broad knowledge required at the university level of education.
2. Proven related knowledge and experience in municipal planning.
3. Proven ability to express ideas effectively, orally and in writing.
4. Eligible for Candidate membership in the Canadian Institute of Planners or the Ontario Professional Planners Institute.
5. Working knowledge of Microsoft Office.