

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – SUSTAINABLE COMMUNITIES – LOCATION 71 MAIN STREET WEST)

PLANNING TECHNICIAN I - SUSTAINABLE COMMUNITIES - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Sustainable Communities and under the general supervision of the Program Lead) Urban Boundary Expansion) , this position administers and processes all types of development applications focussing on site plan control in accordance with the Planning Act.

GENERAL DUTIES

Receives, checks and records applications.

Administers the processing of applications and City Initiatives in accordance with the Planning Act.

Oversees and coordinates the preparation of maps for public notices and zoning by-law amendments.

Prepares Public Notices and circularization lists.

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

Writes reports.

Composes correspondences such as decision of Council, O.M.B. decisions and adoption of by-laws.

Compiles statistics.

Receives and answers inquiries through e-mails, social media etc..

Maintains a record of applications and adoption by-laws.

Oversees and coordinates the preparation of draft schedules and key maps.

Writes procedures; forwards for approval.

Records, and monitors the frequency of inquiries and feedback from consultation.

Reviews, corrects and prepares comments on draft explanatory notices.

Prepares explanatory notes for text amendments and Official Plan Amendments for public notification.

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 development applications, preparation of maps and zoning by-law amendments, Official Plan Amendments and interpretation of O.M.B. decisions 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.
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 and Excel.
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. Knowledge of Zoning By-laws and the development planning process.
8. Excellent written and verbal communication skills, facilitation skills and presentation skills. Demonstrated ability to prepare and write reports.
9. 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.
10. Proven organization skills and the ability to work with very tight deadlines and competing priorities.