

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANAGEMENT DIVISION – INFRASTRUCTURE PLANNING - LOCATION – 71 MAIN ST WEST, 6TH FLOOR)

INFRASTRUCTURE PLANNING SUPPORT TECHNICIAN – CUPE 5167

SUMMARY OF DUTIES

Reports to the Senior Project Manager. Performs graphic, drafting duties, and support functions associated with infrastructure and environmental planning projects for the Growth Management Division.

GENERAL DUTIES

Create and prepare graphics and written material such as reports, maps, PowerPoint presentations, public notices, charts and graphs using computerized graphics software and word processing.

Co-ordinate public consultation events including booking, notification, materials for public use, transportation and set up of equipment and displays to and from event site, including committee meetings. Co-ordinate and prepare mailings of public notices, public project status reports and other informational flyers. Deliver public notices and public project status reports.

Create, design and implement Growth Management Division web site; determine content and design material for site; maintain site including links.

Revise original drawings.

Search, assemble and transfer information to base maps, location maps, charts, overlays and graphs.

Maintain Growth Management Planning database of contacts.

Maintain contact information and resource information for public consultation events.

Transport and set up displays and audio visual equipment for presentation at public and committee meetings.

Load and unload materials such as maps, graphs and topographical models.

Mount graphical material and technical drawings for display.

Photograph display material for public information centres.

Assemble reports.

Maintain an office filing system such as technical and graphical material.

Input and retrieve data.

Communicate with staff and other departments.

Requisition and maintain an inventory of drafting supplies.

Requisition reprographic, photographic printing services from outside sources.

Prepare letters and envelopes for notices and circulations

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

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton Corporate, Departmental and Divisional policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Proven knowledge of drafting methods and procedures, graphic design and presentation, cartography and architectural or civil design normally attained by obtaining a diploma in a technical program, ie. Planning Technician, Civil Engineering or Cartography or an equivalent combination of education and relevant work experience.
2. Previous experience preparing planning graphic displays and materials.
3. Previous experience in Microstation, Geomedia (GIS), Corel, Access, Word and Excel.
4. Working knowledge of Photoshop and Desktop Publishing preferred.
5. Ability to produce detailed drawings and graphics from field notes.
6. Demonstrated writing skills to produce correspondence, notices and web page content.
7. Ability to communicate effectively with management, peers, staff and the general public.
8. Preference will be given to candidates with Web Design experience.