

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – ZONING AND COMMITTEE OF ADJUSTMENT SECTION - LOCATION - 71 MAIN ST. W., 5th FLOOR)

PLANNER II - ZONING BY-LAW REFORM - CUPE 5167

SUMMARY OF DUTIES

Reporting to Manager, Zoning and Committee of Adjustment. Conducts research and assists in formulating Zoning By-law Regulations related to the creation of new Zoning By-law for the City of Hamilton.

GENERAL DUTIES

Conducts research for special studies and reports on zoning by-law regulations/uses and other land use planning matters.

Maintains Municipal Zoning By-laws through comprehensive updates.

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

Writes reports such as committee and Council reports.

Composes correspondence; compiles and analyzes statistics.

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

Conducts site inspections.

Coordinates, prepares and presents evidence as expert witness at Ontario Land Tribunal 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 Provincial Legislation such as the *Planning Act* and associated regulations.

Plans and makes arrangements for meetings with for internal staff, public consultation and stakeholder groups.

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. Proven ability to analyse problems and develop solutions by using a broad knowledge required at the university level of education.
2. Candidate membership with the Ontario Professional Planners Institute is preferred.
3. Proven related knowledge and experience in municipal planning, with a focus on Zoning By-laws.
4. Experience working in a team environment.
5. Proven ability to express ideas effectively, orally and in writing.
6. Working knowledge of Microsoft Office.

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