

Job ID #31912: Planning Technician II - Committee of Adjustment

Planning & Economic Development - Hamilton, Ontario (Hybrid)



Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

- **Job ID #31912: Planning Technician II - Committee of Adjustment**
- **Union:** CUPE Local 5167
- **Job Description ID #:** A11443
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **May 13, 2026**.
- **Duration: Temporary Full-Time** (up to 8 months)
- **Vacancy type:** This posting is for an existing vacancy
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Manager of Zoning and Committee of Adjustment, under the general supervision of the Secretary-Treasurer, Committee of Adjustment, administers and performs duties associated with the administration of the Committee of Adjustment.

GENERAL DUTIES

Conduct special studies, collect and analyze data; formulate conclusions, make recommendations.

Conduct site inspections.

Write reports, compose correspondence; compile statistics.

Review and comment on proposed development, plans, policies, studies and legislation.

Interpret legislation such as the *Planning Act* .

Assist in preparing work programs; monitor progress.

Book and arrange meetings; set up displays.

Prepare notices; compile agendas; take and transcribe minutes and project files.

Receive and answer inquiries from staff, public, elected officials, community groups and outside agencies.

Compile chronologies for reports, committees and quasi judicial hearings.

Maintain resource library files such as planning documents and Council minutes.

Input and retrieve planning data.

Make presentations at meetings.

Prepare evidence for Ontario Land Tribunal hearings.

Scan agendas; act as a resource person for staff.

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

QUALIFICATIONS

1. Demonstrated understanding of the role of the Committee of Adjustment, ability to interpret the *Planning Act*, provide research and analyze studies and plans normally acquired through the completion of a two-year Community College program from an accredited planning technician program.
2. Ability to express ideas effectively, verbally and in writing and able to establish and maintain effective working relations as necessitated by work assignments.
3. Experience in a computerized environment. Working knowledge of Word, Access and Excel.
4. Municipal Planning experience an asset.
5. Member or eligible for membership with the Canadian Association of Certified Planning Technicians.

SALARY: Salary Grade I

HOURS: 35 per week

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

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.