



About the City of Hamilton

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 kilometres 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 POSTING

JOB ID #: 19509

Planning Technician II - Development
Planning & Economic Development
71 Main Street West

NUMBER OF VACANCIES: 1 Full-Time Regular

UNION/NON-UNION: CUPE Local 5167 Inside

HOURS OF WORK: 35.00 per week

GRADE: I

SALARY/HOUR: \$33.072 - \$37.582 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Full-Time Regular

JOB DESCRIPTION ID #: 7605

VACCINE VERIFICATION – As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES

Reporting to the Manager of Development Planning, under the general supervision of the Senior Project Manager, administers and performs duties associated with the processing of development applications.

GENERAL DUTIES

Conduct special studies, collect and analyze data; formulate conclusion, make recommendation.

Conduct site inspections.

Write reports, compose correspondence, compile statistics.

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

Interpret legislation such as Planning Act as well as the Heritage Act.

Assist in preparing work program; monitor progress.

Record and update neighbourhood and area plans and amendments.

Book and arrange meetings; set up displays.

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

Organize and conduct tours.

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 development approval process, 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. Working knowledge of AMANDA would be an asset.
4. Municipal Planning experience an asset.
5. Member or eligible for membership with the Canadian Association of Certified Planning Technicians.

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.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Wednesday, November 30, 2022 at 11:59pm at www.hamilton.ca/careers and reference Job ID: 19791.