



Planning Technician

UrbanSolutions Planning & Land Development Consultants Inc., Hamilton ON

Located in Hamilton, Ontario, UrbanSolutions is a boutique land development and municipal approvals firm providing quality consulting services to the Ambitious City and surrounding area. Hamilton is entering an era of planning resurgence and is an exciting city to live, work and play. Due to our continued growth, we are seeking a **Planning Technician** to join our highly professional team.

Key responsibilities include but are not limited to:

- Prepare advanced site plans, conceptual drawings, draft plans of subdivision, and zoning by-law schedules;
- Perform complex design/drafting assignments requiring advanced working knowledge of design/drafting standards, practices and techniques;
- Lead CAD teams for projects of all sizes, including large complex projects;
- Conduct property research and investigations on a site-by-site basis;
- Compile data and perform dimensional and routine calculations required for the preparation of drawings and site statistics charts;
- Advance development proposals through the municipal planning approval processes including Official Plan and Zoning By-law Amendments, Draft Plans of Subdivision, Committee of Adjustment applications, Part Lot Control applications and Site Plan Control applications;
- Prepare for and attend client meetings as required and maintain continuous correspondence with clients and other consultants on the project;
- Work collaboratively in a team environment with other technicians and planners; and,
- Mentor junior CAD technicians and supervise work on a project-by-project basis.

Qualifications and skills required:

- Diploma in an Urban Planning/Urban Design program or related field;
- Minimum 3-5 years of relevant industry experience, preferably in a private sector environment;
- High proficiency in latest version of AutoCAD is essential to the position. Other drafting/design/3D modelling software experience would be considered an asset.
- Competence with Microsoft Office programs;
- Working knowledge of Provincial and Municipal planning policy and the Ontario *Planning Act*;
- Ability to effectively represent UrbanSolutions and communicate with others at varying technical levels;
- Strong attention to detail;
- Strong oral and written communication as well as presentation skills;
- Membership in Canadian Association of Certified Planning Technicians (CACPT); and,
- Ability to supply your own personal vehicle would be an asset.

A full benefits package is offered with this position and salary will be based on qualifications, skills and experience which will be discussed through the interview process. Our office is located in downtown Hamilton and our business hours are Monday to Friday, 8:30am to 5:00pm.

Thank you to all candidates for your interest, however only qualified candidates will be contacted for an interview. Please send your cover letter and resume in confidence to Sacha Aide at saide@urbansolutions.info.

For more information on UrbanSolutions please visit our website: <https://urbansolutions.info>