



Competition #22/03A
Internal/External Posting
Closing date: March 17, 2022

Senior Planner - Heritage (Continuous)
Sustainable Planning and Community Development Department

POSITION FUNCTION

Develop, apply and administer heritage conservation policies, regulations, procedures and programs.

KEY DUTIES

Review applications involving development permits, building permits, heritage alteration permits, sign permits, conservation plans and rezonings for Heritage Designated and Registered buildings to ensure compliance with heritage policy; review applications for heritage designation; carry out site inspections and photograph sites; prepare reports including Statements of Significance and recommendations for the Heritage Advisory Panel and City Council.

Support the city-wide and local area planning process including the development of land use policies.

Respond to enquiries from other departments, building owners, developers, architects, community heritage interest groups, government agencies and the general public by providing information, advice and interpretation of heritage conservation policies and procedures and technical advice on building rehabilitation issues.

Represent the department at various meetings such as Heritage Advisory Panel, Victoria Heritage Foundation and Victoria Civic Heritage Trust in an advisory capacity; prepare and deliver presentations on the City of Victoria Heritage Program and technical issues related to heritage conservation.

Initiate and administer special heritage projects; develop heritage policies and procedures; coordinate historical research; review the work of consultants as required. Coordinate, assign, review and participate in the work of approximately one assistant performing Heritage Planning functions; provide employee training and input to performance appraisals.

Review and administer applications for the Heritage Tax Incentive Program; provide technical review and analysis of building material conservation.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by applications, departmental programs and requests from Council and the public.

Work is reviewed through departmental meetings; reports and Heritage Advisory Panel agendas receive ongoing review.

Issues such as policies, objectives and schedules are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Climb ladders and scaffolding. (rare)

Mental Effort:

Short periods of intense concentration while preparing and presenting reports and recommendations to Council, committees and the public. (often)

Meet multiple deadlines. (occasional)

Visual/Auditory Effort:

Focus on a variety of source data and detailed drawings for short periods while reviewing applications and preparing reports. (frequent)

Work Environment:

Office.

Site visits. (occasional)

Presence on construction sites. (rare)

May be required to work irregular hours. (premium pay)

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the principles of urban planning and heritage conservation.

Read and interpret technical information, architectural drawings, policies, regulations and legislation.

Working level operation of current City word processing, spreadsheet and related specialty software.

Compose and present proposals and policies.

Supervision of staff.

Establish and maintain effective working relationships.

Represent the City to the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

University undergraduate degree in Urban Planning, Heritage Conservation, Architecture or Urban Design. (4 years)

Eligible for membership in the Canadian Institute of Planners.

Experience:

6 years of related heritage conservation and planning experience or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

Eligible for membership in the Canadian Association of Heritage Professionals.

Work schedule: Monday - Friday, 35 hour work week

\$55.24 per hour, Pay Grade 19

Job Code #4199

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

COVID-19 Vaccination Requirement

All City of Victoria employees are required to be fully vaccinated against COVID-19. Candidates who cannot be fully vaccinated based on a protected legal ground as defined

in the BC Human Rights Code may request an accommodation of the requirement to be fully vaccinated. Applicants will be asked to provide proof of vaccination or request an accommodation during the recruitment process.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

For questions regarding this posting, the hiring process, or to request accommodation, please contact recruitment@victoria.ca.