

Intermediate Planner, Heritage Services

Reference #J0225-0042
Heritage Services
CUPE, Regular Full-Time
\$35.96 - \$44.77 per hour
35 hours per week, Hybrid Work Model Available
Closing Date: March 26, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

Reporting to the Manager, Heritage Planning, this position is responsible for the processing of applications under the Heritage Act, technical review of applications under the Planning Act and Ontario Building Code, and the review or preparation of special heritage planning studies, research projects, heritage conservation district plans and heritage designations, and assists in the general heritage planning administration of the department.

Key Duties & Responsibilities

- Assist in the review or completion of heritage planning projects, specialized land use studies and research activities associated with long-range planning and heritage conservation, both individually and as a member of a team of professional planners
- Prepares recommendation reports for the Municipal Heritage Advisory Committee and Council on cultural heritage matters and acts as staff liaison to the Municipal Heritage Advisory Committee, other Committees, and Council
- Detail oriented review of submissions including technical drawings with ability to confirm consistency with prior approvals and/or applicable policies
- Provides heritage comments on various applications and permits and reviews heritage impact assessments and is a resource to other City staff, Committees and the public on cultural heritage resources.

- Assist with general heritage planning administration and customer service including at the Heritage Resource Centre of City Hall
- Assist in the administration of the City of Kingston Built Heritage grants
- Represent professional recommendations at Ontario Land Tribunal (OLT)
- Support community consultation and engagement.
- Adhere to the City of Kingston's policies and code of conduct
- Perform other related duties as assigned

Qualifications, Competencies

- Three (3) years' experience in planning in a heritage context
- Membership in or eligibility for full membership in the Ontario Professional Planners Institute (OPPI)
- Must have excellent understanding of municipal government with a well-developed ability to interpret policies and regulations of the Ontario Heritage Act, the Parks Canada Standards and Guidelines for Historic Places, the Planning Act, the Provincial Policy Statement and other applicable municipal and provincial legislation.
- Membership in the Canadian Association of Heritage Professionals (CAHP) an asset
- Familiarity with archaeological practice an asset.
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

- Excellent oral and written communication skills with effective interpersonal skills
- Ability to manage multiple tasks with changing priorities and to present information and issues in a clear and concise manner
- Must possess superior customer service skills
- Public presentations, efficient briefing skills and ability to answer questions related to professional recommendations in layperson's terms
- Ability to facilitate public engagement and host consultation events in person and online
- Proficient skills in MS Office
- Must obtain and maintain a satisfactory criminal record check
- Must possess and maintain a valid class "G" Ontario driver's licence and provide own vehicle.

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)