



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2024 - 74</b>
<b>Position:</b>	<b>Urban Designer / Landscape Architect</b>
<b>Type of Vacancy:</b>	Eighteen (18) Month Contract
<b>Work Schedule:</b>	Monday to Friday, 8:30am to 4:30pm 4-day compressed work week option available 35 hours per week
<b>Location:</b>	Wayne Thomson Building (4343 Morrison St, Niagara Falls)
<b>Salary/Wage:</b>	\$94,914 to \$118,642 per year Plus a comprehensive benefits package and defined benefit retirement pension
<b>Date Posted:</b>	September 6, 2024
<b>Closing Date:</b>	<b>September 30, 2024 at 4:00pm</b>

Further details on this position are attached.

To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until  
**4:00 pm on September 30, 2024**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

**CITY OF NIAGARA FALLS  
POSITION DESCRIPTION**

This description reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** **Urban Designer/Landscape Architect**

**POSITION SUMMARY:** The Urban Designer/Landscape Architect provides professional advice and expertise in urban design/landscape review of a variety of development applications and is responsible for the administration of the City's Site Plan planning program including processing applications and site inspections. This position is also responsible for undertaking special projects on urban design and supports activities and initiatives of other departments where expertise in urban design and landscape architecture is required.

**DIVISION / DEPARTMENT:** Planning, Building and Development / Planning

**RESPONSIBLE TO:** Senior Manager of Long-Range Planning Initiatives

**SUPERVISES:** Not Applicable

**RESPONSIBLE FOR:**

1. Administers the site plan program, including but not limited to the intake and processing of site plan applications, providing professional planning, urban design and landscape comments, review of cost estimates, site inspection, security release, agreement preparation and registration.
2. Prepares and updates the City's site plan guide, urban design policies and procedures, standards and guideline documents, as required.
3. Supports the Current Planning Section by reviewing and commenting on planning development applications from a landscape and urban design perspective, including but not limited to Official Plan and Zoning By-law amendments, Minister's Zoning Orders, subdivisions and condominiums, consents and minor variances.
4. Prepares Requests for Proposals for projects, including preparation of terms of reference and requests for quotations and tenders, manages projects, and monitors consultant/contractor performance to ensure compliance with terms of reference, if required
5. Provides professional advice in the preparation of the Official Plan, secondary plans, master plans and other land- use studies as they relate to urban design and landscape architecture, as required.
6. Provides professional development and policy related advice and comments in person and through correspondence to contractors, developers, co-workers, agencies, stakeholders and the public regarding development applications and other planning issues related to urban design or landscaping, as required.
7. Coordinates and prepares all necessary communications and presentation material, attends and leads open houses and public meetings as required to facilitate legislated and non-legislated public consultation.
8. Researches and prepares special studies and recommends best practices and innovations on

urban design matters.

9. Reviews external urban design briefs and studies, shadowing analyses and microclimate studies prepared for development applications by external consultants to ensure adherence to City policies and guidelines, as required.
10. Prepares and/or contributes to the preparation of studies, reports, policy and by-laws for Council and Committees, as required. Liaises with Council, attend Council meetings, and makes presentations, as required.
11. Provides expert planning evidence at Ontario Land Tribunal hearings, as required.
12. Prepares urban design alternatives and schematics, as required.
13. Reviews, assesses and provides comments on tree preservation plans, other arborist reports, parkland dedication and appraisals prepared for cash in lieu of parkland dedication, as required.

#### **POSITION REQUIREMENTS:**

- Bachelor's or Master's degree from an accredited institution within the field of Urban Design and/or Landscape Architecture.
- Minimum of five (5) years of relevant working experience.
- Membership in the Ontario Association of Landscape Architects (OALA) is required.
- Membership or Provisional membership in the Canadian Institute of Planners (CIP) and the Ontario Planners Institute of Planners (OPPI) is preferred.
- Strong Arboriculture skills and Urban Design Skills.
- Must have knowledge of the land development process in Ontario including working knowledge of the Planning Act, Provincial Policy Statements, Growth Plan, Greenbelt Plan, and the Niagara Escarpment Plan.
- Understanding of design excellence principles with demonstrated high quality work that elevates design.
- Strong visualization skills considered an asset.
- Possess highly developed verbal and written communication skills, capable of assisting in the preparation of reports and developing design narratives and ability to attend and make presentations at Council Committee and Meetings.
- Knowledge of site plan control, subdivision, condominium and other development agreements and the administration of security reductions warranties and releases.
- Working aptitude with AutoCAD, GIS and MS office software.
- Knowledge and experience of the technical aspects of the Landscape Architecture field such as planting, grading, storm water management and construction detailing.
- Ability to work and function tactfully in a political environment with the public, elected officials, stakeholders, interest groups, other levels of government agencies and other professionals in a variety of settings.
- Experience in construction inspection.