



**Competition #23/14**  
**Internal/External Posting**  
**Closing date: February 14, 2023**

**Urban Designer (Continuous)**  
**Sustainable Planning and Community Development Department**

### **POSITION FUNCTION**

Provide professional planning and urban design services to support long range policy development.

### **KEY DUTIES**

Support senior staff and project managers through preparation of urban design policies, guidelines and concepts to support City-wide and local area planning. Support and facilitate charrette processes, visioning and other types of public engagement events. Prepare urban design concepts, graphic information (both manual and computer-generated) to support policy development and public engagement processes including presentation materials.

Represent the department at various meetings including neighbourhood and professional groups and Committees of Council to make presentations and provide guidance and advice; act as an urban design consultant for Council and across City departments to integrate urban design considerations into City projects; liaise across City departments on design projects and issues.

Respond to enquiries by providing information, advice, direction and interpretation of planning and urban design legislation, policy, guidelines, procedures and requirements.

Coordinate, assign and review the work of consultants as required.

Perform related duties where qualified.

### **INDEPENDENCE**

Work is generated by Council priorities, operational plans and/or assigned by supervisor. Work is reviewed through discussions with supervisor.

### **WORKING CONDITIONS**

#### **Physical Effort:**

Normal.

#### **Mental Effort:**

Short periods of intense concentration while preparing reports, recommendations and design concepts. (often)

Meet multiple deadlines. (often)

#### **Visual/Auditory Effort:**

Focus on a variety of source data and detailed drawings for short periods while sketching, creating computer graphics or preparing reports. (frequent)

#### **Work Environment:**

Office.

Required to work irregular hours. (premium item)

### **KEY SKILLS AND ABILITIES**

Organize and prioritize work.

Understand and apply the principles of urban planning.

Compose and present proposals and policies.  
Read and interpret technical information, architectural drawings and legislation.  
Establish and maintain effective working relationships.  
Deal with the public in a courteous and tactful manner.

## **QUALIFICATIONS**

### **Formal Education, Training and Occupational Certification:**

University undergraduate degree in Urban Planning, Architecture, Landscape Architecture or Urban Design (4 years)

Eligible for membership in the Canadian Institute of Planners.

### **Experience:**

4 years of related experience

or an equivalent combination of education and experience.

### **OTHER:**

May be requested to substitute in a more senior position.

**Work schedule: Monday - Friday, 35 hour work week**

**\$54.02 per hour, Pay Grade 17**

**Job Code #4387**

**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](http://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.

If you require assistance, please email us at [careers@victoria.ca](mailto:careers@victoria.ca).