



Urban Designer

Competition Number:	25/42
Posting Scope:	Internal / External
Posted Date:	February 27, 2025
Closing Date:	March 27, 2025, 4:30 PM PST
Department:	Planning and Development
Posting Type:	Temporary – up to 12 months
Work schedule:	Monday to Friday (35 hour work week)
Salary:	\$ 55.64 per hour, Pay Grade 17
Job Code:	4387
Employee Group:	This is a CUPE Local 50 position
Number of Vacancies:	1

WORK FROM HOME

The successful candidate for this posting may be eligible for participation in a hybrid, work from home arrangement in alignment with the City's Work from Home Policy. Such arrangements are determined with each employee and subject to change based on operational needs and policy direction.

FLEX

The successful candidate for this vacancy would participate in a modified work week, earning a flex day off each bi-weekly period by working additional time each day. Modified work weeks established in accordance with the CUPE Local 50 Collective Agreement and are subject to change.

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.

To apply for this opportunity, you will need to create an online profile or log back into our career portal at www.victoria.ca/jobs - only online submissions 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 as outlined in your resume.

The City of Victoria is committed to integrating equity, diversity, inclusion, and accessibility into our programs, policies, spaces, and services. Our goal is to cultivate a diverse and inclusive workforce that reflects the community we serve and aim to become. Individuals who are Indigenous, racialized, immigrants, persons with disabilities, 2SLGBTQIA+, or facing any additional barriers are encouraged to apply. Accommodations will be available upon request throughout the application and selection process.

If you require assistance, please email us at careers@victoria.ca.