

# URBAN PLANNER

## FOTENN: OTTAWA OFFICE

Submission of applications deadline: **Friday, November 30<sup>th</sup> at 5:00 pm.**

---

### Your New Company

Fotenn Consultants Inc. is one of Ontario's largest dedicated Planning and Design firms, with offices in Ottawa, Kingston and Toronto. We are a progressive and dynamic team of professionals engaged in projects across the country. Our practice is centred on the seamless integration of planning, urban design and landscape architecture; while rooted in a deep appreciation for creating people-focused places. Established in 1992, Fotenn now has more than thirty planning, urban design and landscape architecture staff.

### Your New Role

Fotenn has an immediate opening for a full-time, permanent Urban Planner in its Ottawa office. The successful candidate will report to the Associate Director, Planning and Development and will be involved in a variety of projects assisting in all areas of planning and design.

### Qualifications

- / Undergraduate and/or Master's level university degree in urban planning or a related discipline
- / A minimum of 1 to 3 years of experience in the urban planning field
- / Eligibility for or membership in CIP/OPPI
- / A well developed understanding of land development and municipal planning policy
- / Experience in liaising with municipal departments and review agencies
- / Initiative, independence, project coordination and strong problem solving skills
- / Excellent English written and oral communication skills, including public consultation
- / Strong visual and graphic communication skills
- / Strong Microsoft Office skills
- / Design software skills using: AutoCAD, Adobe Creative Suite and Sketchup
- / A valid driver's license.

### Key Responsibilities

- / Develops planning studies and reports in support of new and updated plans, programs and regulations
- / Reviews or assists in the review of development proposals and site plans for conformance with codes, plans, and regulations
- / Prepares and presents detailed reports on development proposals to government bodies
- / Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- / Evaluates or assists in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals
- / Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans
- / Coordinates community review of public and private development projects
- / Assists in resolving citizen and customer issues
- / Conducts field evaluations and assessments

Fotenn offers competitive salaries, health benefits and a progressive work environment. Salary will be commensurate with experience and qualifications.

Please submit your cover letter and resume via email to:

**Carly Virtue, Manager, Finance**  
virtue@fotenn.com