

December 2018

## **JOB DESCRIPTION**

### **URBAN DESIGNER**



#### **PART A – COMPANY PROFILE**

MBTW|WAI is a professional, multidisciplinary consulting and design group of companies providing services in landscape architecture, urban design, planning and architectural design guidance. Our full service, award winning, Toronto-based firm comprises more than 50 staff members, with varying interests and talents. Collectively, we combine our broad range of experiences with state-of-the-art technologies and resources with the goal of providing our Clients with a unique perspective in the business of land planning, site design and development.

#### **PART B – POSITION DESCRIPTION**

The core function of an **Urban Designer** is to work in support of the firm's provision of professional consulting services to a wide variety of public and private sector Clients. An **Urban Designer** shall work both individually and within the multi-disciplinary structure of the firm, providing technical support to MBTW-WAI projects. The primary focus will be on **Community Design**, including but not limited to: participation and input in the community visioning process, development of community design plans, preparation of concept plans, preparation of community visioning presentations, Urban Design Guidelines, Urban Design Briefs and associates supporting graphics. In addition to the strong design and graphic skills required for this position, candidates for the **Urban Designer** position shall further support office function through activities that include project communication, coordination, file organization and maintenance.

#### **PART C – ROLE & RESPONSIBILITIES**

An **Urban Designer** will be expected to successfully undertake the following roles and responsibilities:

- Cooperatively undertake daily activities within a team reporting structure that includes: Technical Staff, Urban Designers, Urban Planners, Landscape Architectural Designers and Architects.
- Assist in the design and modification of plans for a broad range of community developments, site plan projects, and draft plans.
- Actively contribute to community visioning exercises, including precedent research and the sourcing / gathering of precedent images.
- Produce render-quality images for use in visioning and concept planning.
- Assist in the preparation and writing of reports for planning applications (e.g. Urban Design Guidelines, Urban Design Briefs).
- Participate in project meetings and presentations.
- Maintain the Urban Design photo library.
- Assist in the preparation, distribution and monitoring of project correspondence to/from project Clients, Consultants, Municipal Staff, Jurisdictional Authorities & others.

- Maintain project files including the organization of drawings, reports and project correspondence.

#### **PART D - QUALIFICATIONS**

- A minimum of 3 years of relevant Urban Design work experience in a professional office environment, with a degree in Urban Design/ Planning, Landscape Architecture, Architecture or another related field.
- Has, or is pursuing professional registration in planning, landscape architecture, architecture, or equivalent.
- A varied portfolio of project experience, in both the private and public sectors.

#### **PART E – SKILLS + KNOWLEDGE**

- Strong knowledge and understanding of various built form typologies within an Ontario context.
- Working knowledge of planning documents and related urban design policies.
- High level of proficiency required in: AutoCAD, InDesign, Adobe Suite, and Microsoft Office.
- Demonstrated graphic skills - hand drawing and watercolor rendering abilities an asset.
- Attention to detail, analytical.
- Demonstrated oral communication and written communication skills, including document production abilities.
- Strong organization and coordination skills.
- Additional proficiencies may include: Sketch-up or other 3D Software.

*Qualified applicants are invited to send a cover letter, resume and portfolio, and writing samples in confidence to [contact@mbtw.com](mailto:contact@mbtw.com) or to the MBTW Group, at 255 Wicksteed Avenue, Unit 1A, Toronto ON, M4H 1G8, Attn: Human Resources Manager.*

*A minimum of two professional references are required.*

*We thank all those who submit applications; however, only those candidates selected for an interview will be contacted.*