

April 2022



## JOB DESCRIPTION

### Urban Design / Planning Technician

#### PART A – COMPANY PROFILE

MBTW|WAI is a professional, multidisciplinary consulting and design firm providing services in community and land use planning, urban design, landscape architecture and architectural design guidance. Our full service, award winning, Toronto-based firm is comprised of 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. Our office provides a range of employee benefits including comprehensive health, travel, and dental insurance, annual performance bonuses, RRSP matching, flexible work hours, and balanced office-home work options. We also foster a community environment through a variety of social activities including in office fitness boot camp, ski days, volleyball events, and more.

#### PART B – POSITION DESCRIPTION

We are seeking a motivated and creative **urban design / planning technician** with a strong inclination for design to join our **urban design & planning team**. The core function of this position is to work in support of the firm's provision of professional consulting services to a wide variety of public and private sector Clients. The urban design / planning technician shall work both individually and within the multi-disciplinary structure of the firm to support MBTW|WAI projects with a large focus on the production of project materials and project file organization and maintenance. This position has the potential of evolving into a planner and project manager role.

#### PART C – ROLE & RESPONSIBILITIES

Generally, duties will include but are not limited to:

- Cooperatively undertake daily activities within a team reporting structure that includes: Technical Staff, Urban Designers, Urban Planners, Project Managers, Senior Project Managers, Associates, Partners, and a variety of specialized Administrative and Support Staff.
- Assist in the preparation of graphics for Urban Design Guidelines, Urban Design Briefs, Urban design studies and other planning/urban design reports such as planning justification and opinion letters in support of development applications.
- Assist and research ahead of preparation of due diligence reports.
- Assist in preparation of a full range of planning applications.
- Preparation of materials for client presentations, and/or for public and Council meetings.
- Preparation of shadow studies.
- Assist in the preparation and organization of LPAT hearing material.
- Maintain project files including the organization of reports, drawings, and project correspondence.

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

- A minimum of 2-3 years of relevant urban design or planning work experience in a professional office environment.
- Relevant educational experience in Urban Design, Planning, Architecture or Landscape Architecture.
- Capacity to deliver in challenging project timeframes and deadlines.

#### **PART E – SKILLS + KNOWLEDGE**

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Proficient in Adobe Suite (specifically InDesign, Illustrator, and Photoshop)
- Proficient in AutoCAD
- GIS analysis skills an asset
- Knowledge of Sketchup an asset
- High attention to detail
- Demonstrated excellent written and oral communication skills
- Strong organization and coordination skills

Knowledge and understanding of various built form typologies within an Ontario context an asset

*Qualified applicants are invited to send a cover letter, resume and portfolio, and writing samples in confidence to [contact2022@mbtw.com](mailto:contact2022@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.*