



People Services

Senior Planner, Urban Design

Regular Full Time

Requisition ID: 4310

Salary Range: \$106,548 to \$139,677 Annually

The City of Markham is proud to be recognized for the 5th consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2025, the City of Markham is ranked 2nd among municipalities in Canada and 12th overall for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 366,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being accepted for the above regular full-time position in the Planning & Urban Design Department of the Development Services Commission. To apply, please submit your cover letter and resume online at www.markham.ca/careers by **June 15, 2025**.

Join us and make a lasting difference!

Job Summary

The Senior Planner, Urban Design will be primarily responsible for leading and managing urban design studies and projects, including design guidelines, manuals, and Terms of Reference documents for the Urban Design section. The successful candidate will also provide professional urban design guidance on built form, streetscape, site planning and landscape architecture as applicable for official plan amendments, rezoning, subdivision, minor variance, severance, and site plan applications.

Key Duties and Responsibilities

- Manage special studies and projects related to Planning and Urban Design, including guidelines and manuals, by effectively assessing and managing project risks, issues, costs, timelines and scope, and coordinating with the project team to achieve deliverables and milestones
- Act as the Urban Design representative and contribute to various city initiatives and studies, as required
- Represent the Urban Design group as a member of the City's Development District team to review and process development applications
- Provide input and contribute towards innovative design solutions to ensure the development of complete sustainable communities
- Develop new initiatives to promote the City's Urban Design agenda and champion sustainability objectives in all areas of work

- Work with the latest technologies to maintain all studies and development applications, and work with the Supervisors or Senior Manager to develop, improve, and implement internal processes and procedures
- Track and communicate progress of project deliverables and completion of successful outcomes to the Supervisors, Senior Manager and staff
- Other duties as assigned

Minimum Education and Experience Required

- University degree in Urban Design, Architecture, Landscape Architecture, Planning or related discipline
- Minimum 5 years of progressively responsible experience in the Planning and Urban Design field with preference given to those with membership in OALA, OPPI, OAA or related professional organization
- Strong knowledge and experience in executing project management methods, tools, techniques and standards, including developing, managing, and executing project plans
- Project Management Professional (PMP) designation in good standing or working towards a PMP designation with the Project Management Institute is considered an asset
- Demonstrated experience in leading and managing special studies, including authoring of urban design policy and guidelines, participating in official plan or secondary plan studies
- Familiarity with procurement process and procedures, experience with preparing Terms of Reference and Request for Proposals
- Experience in leading stakeholder engagement events, including planning, coordinating and executing consultation events
- Strong understanding of built form, public realm and community design with ability to read and understand development proposals and applications under the Planning Act, including approval of Site Plans, Draft Plans of Subdivision, Elevations, Underground Parking Plans, Streetscape, Planting Plans, Details, Grading, Servicing, Composite Utility Plans, and Strata Plans, including details and specifications, related to the public realm
- Proficient design, graphics and computer skills (knowledge of Microsoft Office Suite, Adobe CS, AutoCAD, SketchUp, Project Dux and AMANDA would be an asset)
- Provide analytical review and superior report writing, presentation and public speaking skills
- Able to successfully negotiate and liaise, using strong communication, interpersonal, customer service and leadership skills, with staff at all levels within

the Development Services Commission and across the City, stakeholder agencies, developers, and consultants

- Able to meet deadlines under pressure using strong organizational, time management and problem solving skills
- Creative & goal-oriented with the ability to add value to projects and design solutions

Core Behaviours

- **Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.
- **Change & Innovation:** Responds positively and professionally to change and helps others through change.
- **Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.
- **Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.
- **Accountable & Results Oriented:** Demonstrates ethical behaviour and accountability, aligns with City values, and abides by relevant policies and legislation.
- **Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

Please respect our scent free area by not wearing scented products when visiting the office.