

JOB DESCRIPTION

JOB TITLE: Urban Planner

JOB PURPOSE:

The incumbent is required to propose and implement sustainable designs for the Corporation's residential estates to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports to the Head of Planning.
- Works closely with architects, engineers, surveyors and other internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Provides advice in land use planning matters to the Company and other stakeholders.
- Designs Land Use Plans for the Company's housing developments.
- Conducts site investigations of land-use related activities to ensure development occurs in accordance with approved standards, codes and specifications.
- Reviews preliminary survey plans for finalization of cadastral surveys prepared by internal and external stakeholders.
- Prepares and submits reports in accordance with project schedule and Company's requirements.
- Represents the Company at meetings and other fora on land use planning matters.
- Liaises with internal and external stakeholders as required.
- Performs any other related duties and responsibilities consistent with the job title/position.
- Prepares submissions of relevant applications for approval to the relevant statutory agencies on behalf of the Company.

QUALIFICATIONS AND EXPERIENCE:

- Master's Degree in Urban Planning and Land Use; Bachelor's Degree in Land Management (Valuation); or equivalent qualification in a related discipline;
- Five (5) years in a similar position with at least similar position two (2) years with supervisory experience; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Extensive knowledge of Town and Country Planning Ordinance and all other regulatory agencies.
- Extensive knowledge of Statutory Approval Process.
- Comprehensive knowledge of site plans, map production and related software.
- Excellent Project management skills, analytical and reasoning skills.
- Excellent communication skills (oral, written and interpersonal).
- Effective problem-solving, time management, planning and organizational skills.
- Ability to think strategically and critically.
- Ability to work in a diverse, dynamic environment.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Proficient in AutoCAD or other design software.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

