



Position Title: Community Designer

Location: Toronto Office

Department: Community Design

Close Date: June 3, 2022 @ 11:59pm

Bousfields Inc. is a pre-eminent planning firm in Ontario with special expertise in community design, planning, policy, urban design, development approvals, community engagement and project management. With offices located in downtown Toronto and Hamilton, we have an immediate opening for a **Community Designer** in our Toronto office to support our growing team.

Position Summary

As a member of the Community Design team, the **Community Designer** will play a key role in designing new urban communities through master planning and subdivision design. This position requires some prior experience in Community Design in a professional services or consulting firm and the ability to adapt to a creative and fast-paced environment. The successful candidate will collaborate with a range of clients, consultants, government agencies, and other experts.

In order to support public health efforts, the Bousfields team is working primarily remote for the time being.

Position Responsibilities

- Preparation of AutoCAD based community designs for small and large urban sites across the region including master plans, subdivisions, and site designs.
- Drafting, design, mapping, and illustrative operations including site design, area calculations, and report graphics.
- Perform professional work related to a variety of planning, urban design, and other projects.
- Contribute toward the accuracy, quality, completeness, and schedule of finished drawing packages through coordination with team members and consultants.
- Produce accurate massing and shadow studies in SketchUp.
- Produce accurate 2D drawings and/or 3D Models for a broad range of projects.
- Prepare mapping for official plan and zoning by-law amendments.
- Provide exceptional service to clients in a timely and efficient manner.
- Assist in the maintenance of project files and records.

Qualifications

- A minimum of one to three years' experience in community planning and design.
- Proficiency in software programs, AutoCAD, SketchUp, and Adobe Creative Suite (In-Design, Illustrator, Photoshop).
- A degree or technical diploma in Urban and Regional Planning, Drafting or Cartography from an accredited college.
- Strong verbal, written, and presentation skills and expert graphic communication skills using a variety of media.
- Ability to convey understanding of the GTA planning and development policy context.
- Understanding of the municipal planning framework and processes.
- Self-motivated with excellent organization skills.
- Membership (or eligible for membership) in professional associations such as the Canadian Association of Certified Planning Technicians or Ontario Professional Planners Institute an asset.

If you are interested in this position, please submit your cover letter and resume to careers@bousfields.ca by June 3, 2022 at 11:59pm. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Bousfields is an equal opportunity employer which values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.