

**Township of Cavan Monaghan  
Job Description**

**Position: Heritage Coordinator (Contract)**

**Reports to: Director of Planning**

**This Job Description is effective: May 2022**

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**Job Summary**

Reporting to the Director of Planning, the Heritage Coordinator is responsible for researching and documenting the heritage and cultural attributes of properties in the Township of Cavan Monaghan designated under the Ontario Heritage Act and assisting with the development of community outreach programs with respect to cultural heritage conservation. The Heritage Coordinator will also assist with the development of a Municipal Heritage Registry and build upon the existing culturally significant property inventory to identify potential candidates for inclusion on the Registry and potential formal designation.

**Duties and Responsibilities**

- Conduct research and develop detailed and accurate content for the existing heritage designation By-laws;
- Conduct site visits to update the status of the property and/or building and complete photo inventory;
- Research specific architectural features;
- Review the inventory of culturally significant properties, conduct site visits and photo inventory, evaluate and prepare recommendations to identify properties that should be considered for inclusion on the Registry and/or designated under the Ontario Heritage Act;
- Develop a Municipal Heritage Registry;
- Assist with the development of education and awareness programs and community outreach with respect to cultural heritage conservation;
- Amend/update existing By-laws as required;
- Attend MRHAC meetings as required;
- Other duties as assigned based on the needs of the Department and Organization.

## **Work Environment**

Typical office area with local travel requirements. Normal office hours, Monday through Friday. Work activities require intermediate periods of moderate physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with some tasks requiring close attention to detail.

Contract position 35 hours per week for 32 weeks with the possibility of an extension.

## **Job Knowledge/Education**

- Post secondary Diploma or Degree in Architectural History, Planning, Geography or equivalent
- Knowledge of primary source research and heritage conservation as well as the Ontario Heritage Act, Ontario Planning Act, Ontario Building Code and Canadian Architectural History
- Knowledge of Municipal Government administration is an asset
- Excellent communication, interpersonal, research and report writing skills
- Valid Class G2 Driver's license
- High level of computer literacy and proficiency in utilizing of MS Office software applications
- Strong time management skills, including working independently
- Demonstrated ability to establish and maintain effective working relationships with individuals, elected officials and organizations

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**As of November 1, 2021 all employees must provide proof of being fully vaccinated by a Health Canada approved vaccine. As a condition of employment, applicants must be able to provide proof that they are fully vaccinated from COVID-19 prior to their first day of employment.**

**Reviewed By:**

  
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**Chief Administrative Officer**

  
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**Date**