



Position: Supervisor of Development Engineering

Status: Full Time

Closing Date: May 6, 2024

Pay Range: \$89,469 to \$108,711

Training and Development: Paid training and professional development opportunities are offered with this position.

Work hours: This position offers a schedule of 35 hours per week, Monday to Friday, between 8:30AM to 4:30PM.

Hybrid Work Opportunity: Yes

Location: Wilmot Administration Complex, Baden, Ontario

General Purpose:

Reporting to the Manager of Engineering, as a member of the Infrastructure Services team, this position will provide mentorship, leadership and technical supervision of staff and work alongside Planning staff to review and approve development applications submissions pertaining to residential, industrial, commercial, and institutional (ICI) development projects, including all drawings and related reports to ensure compliance with engineering requirements and standards. This position also coordinates field activities for development inspections and enforcement of policies, procedures and by-laws related to development activities.

This position will also lead the long-range forecasting for planned development growth of drinking water, wastewater, roads and other core infrastructure and identifies municipal servicing upgrade needs, including providing updates for Development Charges.

This position builds on the Township Strategic Direction of Community Engagement, Economic Prosperity, and Environmental Protection by ensuring proper integration and planning of development into the Municipal Infrastructure including commenting on and reviewing existing capacity constraints within the system and Development Charges for growth.

Responsibilities:

- Supervise and mentor junior staff in the Engineering review and approval of all Planning Act Applications, building permit review, development infrastructure related bylaw management and lot grading and drainage inquiries/complaints.

- Support the establishment of development infrastructure related by-laws, including site alteration and excess soil management
- Coordinate with internal staff and departments related to development plans review and field inspection of as-built development projects
- With the assistance of the Technical and Administrative Assistant, monitor and track applications to ensure that development review timelines are met.
- Review, evaluate and provide advice regarding growth projects
- Oversee the review and acceptance of development related applications (subdivisions, severances, consents, minor variances, site plan control, site alterations, etc.)
- Evaluation of municipal servicing issues at various stages of development
- Assist and at times oversee the monitoring and evaluation of system capacities
- Assist with the preparation of subdivision, development, servicing, pre-servicing and cost sharing, and cross boarder servicing agreements with developers, builders, contractors, and other municipalities and levels of government
- Correspond with various government agencies, consultants, developers, the public, and other departments providing advice regarding growth and development initiatives related to core infrastructure
- Review, approve, and accept site alterations applications, permits and agreements, site plans, draft subdivision plans, and other various development related projects
- Conduct or coordinate site supervision and on-site inspections of infrastructure and development related projects as required
- Conduct municipal services inspections for entrance, storm, sanitary and water service connections
- Help develop and prepare development-related infrastructure budgets, policies and procedures
- Reviews development construction cost estimates for administration purposes to ensure accuracy of the payment of relevant engineering fees to the Township and provision of adequate security to guarantee completion of works and protection of Township interests.
- Prepare Council reports and attend public and Council meetings as required
- Assist with updates of plans, studies, manuals and by-laws relating to Development Engineering
- Other duties as required

Qualifications:

- Knowledge and skills normally acquired through a civil engineering degree or diploma from a recognized University or Community College
- Registered with either the Professional Engineers of Ontario (PEO) or the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- A minimum of five (5) years' experience related to municipal and/or development engineering services with experience managing or mentoring junior staff.
- Demonstrated experience in residential subdivision development, engineering, inspection, securities and contract administration.

- Working knowledge of Ontario Traffic Manual Book 7, O.P.S.S. and O.P.S.D., Ministry of Environment (MOE) Stormwater Management Planning and Design Manual, MOE Design Guidelines for Drinking Water Systems, MOE Design Guidelines for Sewage Works, Occupational Health and Safety Act, Ontario Municipal Act, Planning Act;
- Thorough knowledge of Civil Engineering practices pertaining to Industrial, Commercial, Institutional and Residential Subdivision development, design and construction, contract administration, development agreements and municipal procedures;
- Possess excellent written communication skills; able to prepare clear, effective reports, letters and memoranda,
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills
- Courtesy and diplomacy in dealing with the public, other agencies, and other staff
- Ability to work in a team environment and independently with little supervision
- Ability to conduct field work, site, and construction inspections
- Minimum Class "G" driver's licence required; Driver's Abstract in good standing required to operate Corporation vehicles.

Working Conditions:

- 35 hours per week during regular office or hybrid working hours.
- Generally, works in an office or home environment at a computer workstation.
- Infrequent site inspections and exposure to outside weather conditions in all seasons.
- Ability to stand for long periods of time.
- Potential for exposure to typical construction hazards.

Qualified applicants are invited to [apply online](#).

We thank all applicants; however, only those selected for an interview will be contacted.

In accordance with [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#), personal information is collected under the authority of the Municipal Act and will only be used for candidate selection. Upon request, accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#), and the Ontario Human Rights Code.