



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 1580-001

CALL NO. 24-3658

**Job Designation:** Supervisor, Development Engineering  
**Department:** Planning, Design and Development Services  
**Job Details:** Permanent Full Time (Non-Union)  
**Salary Range:** \$96,436 - \$115,772

### **We offer:**

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Manager, Development Engineering, the Supervisor, Development Engineering is responsible for the day-to-day supervision of the department's technical review and approval of development applications and agreements and associated technical and professional staff, including students and contract staff as may be required from time to time. In addition, this position supports the overall activities of the section by providing supervisory level support and guidance on non-standard technical matters, support with inquiries from the Legal Department, resident and councillor questions, and coordination of development files.

### **What can I expect to do in this role?**

As the Supervisor, Development Engineering you will:

- Supervise the day-to-day operation of development and engineering review and oversee the implementation of smaller residential infill development applications as well as medium to large development applications by working with staff to advise and review on process, coordination of comments, comment responses, creation of conditions and approvals.
- Determine the priority of reviews based on legislative requirements and other competing interests and files, including town capital projects.
- Supervise and direct the day-to-day operation of the infill development and development permit processes, including application intake, review, approval, coordination with development inspection group, permit close out and return of securities.

- Ensure consistency and timeliness of reviews.
- Collaborate with Legal Department on comments, resolution of issues and agreements.
- Attends meetings with external consultants and internal staff to discuss development files.
- Oversee the implementation of subdivision detailed design reviews by working with engineering review staff to advise and review on process, circulation and coordination of comments, comment responses, creation of conditions and approvals of engineering drawings and infrastructure Environmental Compliance Approvals (ECAs).
- Maintain and update Town of Oakville Development Engineering Procedures and Guidelines and contribute to the Town of Oakville standard drawings.
- Support continuous improvement on department procedures and processes used to complete development application reviews.
- Work with other departments, the Conservation Authority and the Region of Halton/Provincial agencies as required to create/maintain/update/review procedures/guidelines/drawings.
- Represent the department / town on projects being undertaken by other departments or agencies.
- Prepare and present reports in all areas of responsibility to Council and the public, as required.
- Participate in process reviews as required to help optimize town services to internal and external clients.
- Complete other duties as required to ensure the ongoing operation of the development engineering section.

### **How do I qualify?**

- Successful completion of a post-secondary engineering technology or applied science program or equivalent combined with CET designation through the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T).
- A minimum of eight years related experience with development engineering review and approval. Experience at a supervisory level an asset.
- Professional Engineer designation through the Professional Engineers Ontario or working towards this designation an asset.
- Demonstrated knowledge and effective application of development engineering best practices.
- Courses/seminars provided through Ontario Ministry of Environment, Conservation & Parks; Ontario Municipal Engineers Association and/or management courses pertaining to human resources and change management would be an asset.
- Proficiency in Microsoft Office Suite and development engineering technology systems/platforms
- Self-directed, detailed-oriented and flexible, with strong organization skills and the ability to manage multiple tasks in a fast-paced team environment.
- Relationship-building, collaboration, presentation, coaching, and facilitation skills to coordinate, and collaborate with staff and other stakeholders; provide advice and guidance; build partnerships, networks, and client relationships; and participate as an effective team member

- Strong written and verbal communication, problem-solving, time management, organization, and research skills, combined with creativity and innovative thinking to find new and/or unique solutions to challenges
- Political acuity, judgment, and discretion with confidential information
- Excellent negotiation skills to navigate issues and requests from contractors, consulting engineers, residents, councillors, etc.

#### **Additional Core Knowledge Required for Success:**

- Current and future practices, trends, technology and information related to development engineering in Ontario.
- Acts, regulations and directives as these apply to development planning and engineering in Ontario including but not limited to the *Planning Act, Municipal Act, Heritage Act, Development Charges Act*.
- Government decision-making processes.
- Analytical, facilitation and negotiation techniques.
- Development engineering methodologies and how to facilitate successful outcomes.
- How to communicate and engage others, deliver quality customer service, and with a demonstrated ability to manage community engagement.
- How to build relationships that inspire trust and optimism in Oakville's future.
- Leading and inspiring innovation and the adoption of best practices

#### **Leadership Competencies:**

- **Strategic Thinking** – innovating through analysis and ideas.
- **Engagement** – mobilizing people, organizations, partners.
- **Management excellence** – delivering results through action management, people management and financial & asset management.
- **Accountability and Respect** – serving with integrity and respect.

#### **Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation and respect.

DATED: April 26, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

**We thank all applicants and advise that only those selected for an interview will be contacted.**