

*As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!*

Reporting to the Director of Engineering, the Development Manager is responsible for leadership, management and administration of the Development Engineering & Traffic Engineering business units within the Engineering Division of Engineering and Public Works (EPW). The Development Manager will:

- Assist with the coordination and/or preparation, review and recommendation of the annual capital and operating budgets and forecasts and potential funding sources, monitors and administers same and authorize payments of accounts.
- Provide leadership and supervision to staff including preparing staff performance plans and performance reviews at predetermined stages, selection of staff, monitoring performance and implementing corrective action.
- Manage various development construction and design projects, including master plans and environmental assessments from conception to completion.
- Oversee implementation and construction of infrastructure informed by Master Plans for the Town's transportation, water and sewer, and stormwater management infrastructure.
- Advise on future development proposals and informs the master planning process for the Town's transportation, water and sewer, and stormwater management infrastructure.
- Prepare and provide professional advice and/or reviews, assesses, comments and reports on development applications and engineering submissions, site plan approvals, including rezoning, minor variances, official plan and subdivision agreements, and Committee of Adjustments applications.
- Actively pursue new and emerging trends related to development engineering to promote continuous improvement within the town's development engineering branch.
- Develop department fees and charges and ensure they remain competitive amongst other municipalities and that the proper cost recovery is established.
- Administer site plan control processes under the Planning Act and the Town's Site Alteration Permit process.
- Implement and develop the inspection and commissioning criteria for new developments as it relates to the design standards.
- Ensure that assets from new developments are incorporated into the Town's Asset Management System in coordination with the Finance Department.
- Approve Letter of Credit reductions and security releases, verifying that conditions have been met and recommends assumption of services.
- Participate in the department management team and contribute to departmental work planning and strategic initiatives; Council/Committee report preparation and meeting attendance as required.

The ideal candidate will have ten (10) years of related municipal experience in development engineering and a minimum of four (4) years of supervisory experience in an urban growth environment, coupled with a University degree with a Bachelor of Applied Science in Civil Engineering and licensed by Professional Engineers Ontario (PEO) or a seasoned Certified Engineering Technologist with membership in good standing with Ontario Association of Certified Engineering Technicians and Technologists (OACETT). As part of the extended management team, the ideal candidate would embody and lead in a manner consistent with the Town's Core Commitments:

- **Service Experience** – Embraces a service focused culture, anticipates customer needs and ensures continuous learning to optimize individual and organizational growth.
- **Communications** - Communicates thoughts and ideas in a clear and concise manner and actively listens and asks questions.
- **Teamwork and Collaboration** - Works collaboratively to discover efficiencies and achieve common goals.
- **Creativity and Innovation** - Shares new ideas, challenges the status quo, participates in positive change, and embraces continuous learning.
- **Culture of belonging** - Embraces differences and contributes to a shared purpose and a positive environment where everyone feels valued.
- **Leadership** - Leads with a positive outlook, transparency, problem solves and contributes to the overall success of the organization.

Other requirements include:

- Verbal and written communication skills, advanced leadership skills, team building skills, strategic planning skills
- Thorough working knowledge of Ontario legislation/regulations including the Municipal Act as it relates to local improvements, Drainage Act, Source Water Protection legislation, Occupational Health & Safety Act/Construction Regulations, Highway Traffic Act and other engineering and safety-related legislation/regulations/guidelines.
- Knowledge of civil engineering principles, standards and best practices.
- Knowledge of traffic engineering principles and provincial warrants/standards, and contemporary management practices.
- Excellent interpersonal, project/time management, communications, contract management, administrative, public relations, analytic and problem-solving skills.
- Availability to assist with emergency response and to attend after-hours meetings or special events as may be required.

**Salary Range: \$122,395 - \$143,988 (Band 9)**

**Deadline for applications is April 14, 2025.**

**For more information and to apply please visit [www.eastgwillimbury.ca/careers](http://www.eastgwillimbury.ca/careers)**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's People and Belonging staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.