

Land Development Specialist



Job Title:
Land Development Specialist

Job Number:
J0124-0281

Job Code:
NU326

Job Category:
Professional Engineers & Certified Technologists

Department:
Business, Real Estate and Environment

Location:
Hybrid - 310 King Street East

Bargaining Unit:
Non-Union

Job Type:
Full Time

Employment Type:
Replacement

Number of Positions:
1

Hours of Work:
35 hrs/wk

Salary:
\$84,282.02 - \$105,277.54/Year

Date Posted:
January 29, 2024

Closing Date:
February 20, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQI+ communities, to apply.

Position Summary

The Land Development Specialist is responsible for assisting with development approvals, land servicing, property acquisition, lot sales and municipal infrastructure projects related to the City's employment land assets and real estate transactions involving sensitive development issues and opportunities. This position will be leading the research, analysis, development, and documentation of several land development projects. Potential projects include coordination of subdivision design and approval, including road

construction and servicing, facilitating site plan, official plan, and zoning by-law amendments, assisting in the sale of employment land lots ranging from 1 acre to 40 plus acres as well as purchasing of future development land.

This position will act as the subject matter expert and assist with various projects and the preparation of reports and presentations. This position will interpret and apply policies and procedures to effectively support corporate objectives.

KEY DUTIES AND RESPONSIBILITIES:

Facilitate land development and servicing, property acquisition, lot sales, and municipal infrastructure projects related to the City's employment land assets including implementation of multi-year, multi-million-dollar capital projects:

- Write and issue requests for proposals to hire professional consultants to undertake development approvals, civil work-related approvals, legal surveys as well as reports and studies as required for developing lots.
- Coordinate, oversee and facilitate development approvals including Site Plan, Plan of subdivision, and building permits.
- Coordinate the preparation and review of site and civil/construction drawings as well as legal surveys.
- Manage site servicing projects with civil consultants and contractors; oversee and issue tender documents and undertake site inspections as required.
- Assist in engineering approvals such as site servicing and approvals from other agencies such as MTO, utility providers etc.
- Responsible for tracking and reporting project costs, scopes, and schedules, prepare and maintain financial and progress reports (cash flows, invoicing, cost tracking).

Aid with negotiations for the sale of lots, due diligence prior to the acquisition and sale of properties.

Regularly update and maintain marketing and technical materials related to the sale of employment lands, including technical servicing information and legal surveys.

Aid corporate real estate matters outside of the employment lands portfolio, and real estate transactions involving sensitive development issues and opportunities.

Lead research, analysis, development, and documentation for Council reports on land related issues.

Other duties as assigned.

Qualifications, Competencies

Degree or diploma from a recognized educational institution, preferably related to applied science, engineering, architecture or a related field.

Must have 2 years of experience in land development and/or project management.

Must have experience with planning and engineering related approval processes, and interpreting site/civil/construction drawings and legal surveys.

Registration with a professional body in Ontario along with road construction contract administration experience would be considered an asset.

Experience designing/ overseeing/ assisting road and utility construction projects an asset.

Experience in the management of real estate transactions, contract law and purchasing procedures an asset.

Must demonstrate Corporate Competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

Skills, Abilities, Work Demands

Strong knowledge of project management including coordinating contractors, consultants as well as scheduling, budgets and tracking cash flow

Working knowledge of finance and administration and the ability to undertake financial analysis for the purpose of demonstrating project feasibility

Demonstrated ability to work on AutoCAD and on ArcGIS is considered a strong asset

Familiarity of the City of Kingston and its neighborhoods considered an asset

Working knowledge of civil engineering principles, basic knowledge of real estate practices and principles, the land title and registry system, regional real estate market trends, and the ability to interpret zoning by-law and official plan designations

Must have excellent communication, negotiation, and conflict resolution skills with the ability to influence others

Strong, effective customer service and interpersonal skills

Ability to work in a team environment, liaise with key stakeholders and to function effectively with minimal supervision

Strong time and project management skills with the ability to multi-task

Strong problem-solving skills with the ability to gather and interpret information

Strong analytical and research skills with the ability to formulate solutions to complex issues

Advanced computer skills including MS Office

Valid class "G" driver's license

Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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