

## **DEVELOPMENT & SPECIAL PROJECTS ENGINEER (1 vacancy)**

<b>Reporting to:</b>	City Engineer
<b>Department:</b>	Engineering
<b>Classification:</b>	PERMANENT Full Time; Non-Union
<b>Salary Range:</b>	\$119,516 – \$140,608
<b>Hours of Work:</b>	8:30 a.m. to 4:30 p.m. Monday to Friday
<b>Starting Date:</b>	As soon as possible
<b>Application Deadline:</b>	No later than <b>4:00 p.m. October 20, 2025</b>

### **Why City of Woodstock?**

Known as the Friendly-City, Woodstock is located in the heart of Oxford County and blends big city conveniences with a small-town feel. With a growing population of over 50,000 welcoming citizens, Woodstock residents place high value on our small-town atmosphere, while enjoying urban amenities. The city is a great place to call home with amazing parks and trails, fantastic amenities as well as wonderful arts and cultural facilities. At the crossroads of highways 401 and 403, Woodstock has a thriving manufacturing sector and opportunities in agriculture, education and healthcare and convenient access to communities across Southwestern Ontario. Visitors can enjoy the city's many festivals and delight in the many local shops and restaurants in Downtown Woodstock.

When you work for the City, you get to be part of an incredible team of dedicated people with a range of skills and experiences to share. Our team works together to help build a strong, connected community where people have access to the services they need, while enjoying a relaxed lifestyle. Other great benefits to working at the City of Woodstock:

- Join a growing and dynamic organization offering rewarding careers,
- Competitive Wages,
- Option to join a Defined Benefit Pension Plan (OMERS) where employee contributions are matched by the City,
- Training opportunities to support you in this role,
- And a great working environment for individuals committed to making a difference, just to name a few.

### **Duties and Responsibilities:**

1. Direct future development by working with the City Engineer in completion of Development Charges Background Studies, Secondary Studies and Municipal Class Environmental Assessments necessary to facilitate expansion and development to meet the needs of anticipated future growth.

2. Oversee development by reviewing and approving of Draft Plan of Subdivision applications and work with Developers and other government agencies to ensure that proposed development meets engineering standards and provides logical and planned growth. Liaison with County of Oxford PW Staff as necessary to ensure adequate servicing to accommodate growth and efficient timing of projects.
3. Responsible for the completion of special projects, prepare capital budgets for various growth-related city projects such as city developed industrial parks for approval by City Engineer and CAO, responsible to act as Project Manager and Construction Administrator to oversee growth and development projects from initial design to construction completion.
4. Responsible for developing capital budgets for streetlights, former landfill properties/methane collection systems and SWM facilities. Working with Asset Manager to develop annual and long-term maintenance and capital program and budget accordingly. Writing RFPs for completion of Council approved projects. Overseeing and mentoring the Development Engineer in the management of these capital projects.
5. Assist the Manager of Municipal Infrastructure with the road reconstruction program by reviewing construction plans and contracts prior to tender as part of a QA/QC program, mentoring and advising Design Technicians as needed with technical issues.
6. Write reports to City Council on various subjects, liaise with other City departments and Oxford County and other regulatory agencies to provide engineering assistance as required; and may actively represent the Engineering department as the management member of the Joint Health and Safety Committee.
7. Supervise and assist with development review for subdivisions, site plans and other planning processes from an engineering perspective, develop subdivision agreements and development guidelines.
8. Manage growth related capital projects (planning and budgeting, design, tendering, construction administration, project closeout, etc.) Attend site meetings and inspections, review and approve progress payments, negotiate Change Orders and claims, review and approve plans and contracts for tendering, review bids and recommend award to Council if necessary, prepares annual budgets and forecasting for large growth or special capital projects, prepares council reports for award of construction contracts as required.
9. Communicate and interact with public, developers and contractors in a professional manner to address various concerns regarding grading, state of infrastructure or issues during construction. Maintain a positive image of the City of Woodstock.
10. Assist with forecasting future work and associated follow up work including attending public meetings. preparation of secondary plans, EAs, development/cost sharing agreements, review and approval of studies and plans associated with new development.
11. Other duties as assigned.

## **Qualifications:**

### **Essential**

- University Degree in Civil Engineering & P. Eng. designation.
- Minimum of three (3) to five (5) years of closely related municipal engineering experience.
- Proficient skills in a computerized environment to enhance service delivery and efficiency, emphasizing technical proficiency, adaptability, workflow efficiency, and problem-solving capabilities.
- Excellent communication and public relation skills with particular emphasis on the ability to explain technical data to non-technical audience.
- Working knowledge of planning processes, and contract administration.

- Flexibility and commitment to adapt to evolving and emerging technologies and changing practices and regulations.
- Ability to work under pressure, with conflicting priorities in a fast paced, demanding environment, while focusing on “big picture” activities
- Commitment to Health & Safety and Regulatory Compliance
- Requires a valid “G” Ontario driver’s license.

### Preferred

- Knowledge of engineering principles, construction practices, contract law and current provincial and municipal engineering design standards to apply to work tasks
- Identify and engage new strategies, methodologies & technologies to provide more efficient and cost-effective approaches
- Ability to liaise with various city departments and influence decisions related to rehabilitation, shape the future
- Ability to determine priorities and manage time effectively
- Superior leadership skills but not limited to communication, interpersonal, analytical, problem solving, decision making and organizational skills
- Superior tact and diplomacy skills; demonstrated ability to facilitate communication with a broad spectrum of stakeholders including but not limited to elected officials, public, government agencies and all team members.
- Knowledge and experience with applicable legislation, standards, documentation and regulatory processes including Municipal Class Environmental Assessment, Safe Drinking Water Act, Clean Water Act, Ontario Water Resources Act, Environmental Protection Act, American Water Works Association Standards, Construction Act, Transport Canada Rail Safety Legislation

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### **Working Conditions:**

- Regular office conditions
- May be required to attend meetings and events outside of normal working hours.

The City of Woodstock is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. We embrace equity, diversity, justice, inclusion and belonging and we’re committed to building a team that represents many backgrounds, perspectives and skills, representative of the communities we serve. The more inclusive we are, the better our work and workplace will be. We are committed to creating a workplace where people experience meaningful work, a sense of hope and optimism, an environment of trust, and inspired results. If this sounds like an environment in which you would like to work, apply here today! We strongly encourage applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

**Please note:** Immediate family member, as per City of Woodstock Nepotism Policy, HR-015, shall not be employed in the City of Woodstock in any capacity under the following circumstances, but not limited to wherein the family member is in a supervisory or management capacity or responsible for the work of the individual or the department. A conflict of interest must be declared to the Director of Human Resources as outlined in the City of Woodstock Nepotism Policy, HR-015 as soon as it has been identified.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Woodstock 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 City’s Human Resources 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 by

contacting [hr@cityofwoodstock.ca](mailto:hr@cityofwoodstock.ca). In accordance with the Municipal *Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

Satisfactory passing of a criminal record check and reference checks as well as proof of qualifications will be required of any successful candidate(s) for this position.

We invite all qualified applicants to submit their resume and cover letter via online at <http://careers.cityofwoodstock.ca>.

We thank all candidates who apply but advise that only those selected for an interview will be contacted.