



Project Manager, Development Engineering

Permanent Full-Time

J0925-1305

The Town of New Tecumseth is looking for a Project Manager, Development Engineering, to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including **compressed work weeks/ability to work from home up to two (2) days per week**
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Manager, Development Engineering, this position is involved in all aspects of the review of materials in support of development applications. This would include commenting on Site Plan, Subdivision, Official Plan Amendments (OPA's), Zoning By-Law Amendments (ZBA's), Draft Plan of Subdivisions, Draft Plan Conditions, Building Permit circulations, and Committee of Adjustment applications, from commencement of project/proposal to final completion. Field inspection duties are required for Site Plan and Subdivision development projects. There is an expectation to cross-train and provide support to the Capital Engineering Branch.

How you contribute to our organization:

- Facilitates and attends pre-consultation meetings with developers and consultants on development applications and provides guidance and direction on expectations for information to be included as part of a complete submission.
- Reviews development applications to ensure that it meets mandatory submission requirements. Ensures fees are correct and completes paperwork and forwards payments to Finance Department.
- Circulates to other departments for comments and for sign-offs from necessary Departmental Managers.
- Reviews, examines and provides comments on drawings, plans, reports, and specifications regarding development applications to ensure compliance to applicable guidelines, By-laws, practices, procedures, standards, and regulations, forwarding comments to Supervisor or Manager for review when required.
- Meets with developers and consultants to work through the submission comments. Monitors progress and directs consultants to have drawings and reports updated as required.
- Recommends acceptance of final design drawings and reports to the Manager.
- Authors technical reports, memos, comments, and letters related to job responsibilities for distribution as required or as directed by the Supervisor or Manager.
- Prepares reports to Council in keeping with the department's practices with respect to timelines and completeness.
- Performs various calculations, prepares summaries, statistics, inspection reports, and other reports.
- Performs on-site inspections related to various development driven projects including site plan and subdivision land development projects, individual lot inspections and road construction/reconstruction works as required. Ensuring compliance with Provincial and Town standards, policies, engineering requirements, design specifications etc. Responds to emergency situations on constructions sites and provide technical assistance where required and arranges for corrective measures.
- Monitors construction to ensure conformance with design drawings and specifications. Updates and maintains various databases. Manipulates data and prepares reports based on findings for various scenarios regarding infrastructure impact.
- Performs other related duties as assigned.

What you bring to the team:

- Three (3) year College Diploma in Civil Engineering Technology, or Bachelor of Engineering.
- Certified Engineering Technologist (CET) with Ontario Association of Technicians and Technologists (OACETT), or Engineer in Training (EIT).
- Preferred: Registered as Professional Engineer (P. Eng) with Professional Engineers of Ontario
- Three to five years' experience in a relevant related position.
- Familiar with applicable Municipal and Provincial regulations.
- Capable of interpreting complex documents, engineering drawings and technical reports.
- Knowledge in computer software and techniques applicable to project engineering, design co-ordination and administration.
- Valid Driver's License and reliable transportation.
- Excellent written communication skills to author comments, letters, memos, development agreements and reports to internal and external stakeholders, the public and Council.

Salary: \$86,354.00 to 107,937.83 employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am – 4:30 pm, Monday - Friday

Location: Town Administration Centre, 24 Tupper Street West, Alliston

Start Date: November 24th, 2025

To apply, please submit a cover letter, resume and copies of the required credentials (education, training, etc) by October 22nd, 2025.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0925-1305&BRID=EX333779&SBDID=21310&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.