



The Corporation of the Town of New Tecumseth

## **Project Manager, Development Engineering**

Permanent Full-Time – 35 hours per week

**J1220-1389**

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.

### **Responsibilities:**

- 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, 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.
- Prepares comments for circulations on planning applications, such as official plan amendments, zoning by-law amendments, draft plans of subdivision, draft plan conditions, building permits, and any other issue as requested by the Supervisor or Manager.
- 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.
- Until the issuance of the certificate of final acceptance and assumption for subdivisions and final release for site plan projects, performs quality control functions in areas of responsibility, observes quality discrepancies and informs Supervisor or Manager of same and suggests corrective action in the Town's best interest.

### **Qualifications:**

- 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).
- Registration as Professional Engineer (P. Eng) with Professional Engineers of Ontario is preferred
- Three to five years' experience in a relevant related position.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly, to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with employees and address employee issues promptly, objectively and respectfully. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

**Salary:** \$68,387.52 - \$85,498.21 plus full benefits and pension plan

**To apply, please submit a cover letter, resume and copies of your credentials to:**

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1220-1389&BRID=EX70353&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.