



The Corporation of the Town of New Tecumseth

Project Manager, Development Engineering

Permanent Full-Time – 35 hours/week

J1021-0067

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 expected for Site Plan and Subdivision development projects, as required.

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.
- 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.
- In consultation with the Town Solicitor prepares Site Plan, Subdivision and other Development Agreements and Reports for presentation to the Council for approval.
- Acts as the Town's representative and liaison with the public, property owners, stakeholders, utilities, consultants, internal departments, Council, and other levels of government on matters relating to Site Plan and Subdivision projects, including obtaining the necessary approvals as required.
- 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.
- Prepares letter of credit reductions and reports for release of final funds for approval and signature of Supervisor or Manager for site plan and other development projects

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).
- Registered 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 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 the required credentials (high school diploma, training, etc) through our [ATS](#) by October 22.

We thank you for your interest; however, only those selected for an interview will be contacted. **Please note: The Town of New Tecumseth has implemented a mandatory vaccination**

policy for all employees. All new employees are required to comply with the policy. Any questions regarding the policy can be sent to careers@newtecumseth.ca

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.