

Supervisor - Development



Job Title:	Supervisor - Development
Job Number:	J0621-0010
Job Code:	NU441
Job Category:	Transportation
Department:	Transportation Services
Bargaining Unit:	Non-Union
Job Type:	Full Time
Employment Type:	New
Number of Positions:	1
Hours of Work:	35 hrs/wk
Salary:	\$82,609.80 - \$103,266.80/Hour
Date Posted:	November 19, 2021
Closing Date:	December 10, 2021

[City of Kingston – COVID-19 Vaccination Policy](#)

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 LGBTQ+ communities, to apply.

Position Summary

**** Note: Pay range is based on 2021 rates of pay ****

Under the general direction and support of the Manager, Corridor Control & Development, this position is responsible for the technical supervision of a team of three dedicated engineering technologists focused on the technical review process while also providing direct leadership and expertise on complex development applications, particularly as it relates to intensification and large-scale redevelopment. The supervisor oversees all processes associated with the technical development review process including the updating of development guidelines, technical standards, and related policies to adhere to Provincial policies and the City's strategic policies and goals.

With a strong background in development regulations, technical analysis, and planning policy and approvals process, this position acts as a liaison, negotiator, and facilitator with all other City departments, utilities, and community stakeholders participating in the technical development review process.

This position provides expertise and leadership in the management, technical review, and coordination of development applications and reviews and directs the work of staff and consultants.

Key Responsibilities

Supervise and lead all processes associated with the technical development review process including the ongoing review of the development guidelines, technical standards, and related policies

- Oversee technical review and commentary of development applications, including designs, guidelines, technical reports and estimates for pre applications, official plan amendment, consent, site plan control, subdivision, minor variance, zoning by-law amendment, site alteration, heritage, building plot plans, lot grading certificates and others as required, on behalf of Transportation & Public Works and utilizing the City's guidelines and applicable federal and provincial standards and regulations.
- Directly lead technical review of complex development applications, particularly as it pertains to intensification and large-scale redevelopment
- Develop, update, and review policies related to development and technical review
- Act as the liaison, negotiator, and facilitator throughout projects, working in tandem with other City departments and in alignment with various city and/or community plans and strategies
- Responsible for meeting statutory requirements of the Environmental Assessment Act, Planning Act, and other relevant legislative requirements
- Develop and manage contracts with various external parties

Supervise the daily activities of the development review process for Transportation & Public Works and assist in the supervision and management of other areas of the Transportation Services team as required

- Supervise team of Engineering Technologists processing development applications
- Supervise subdivision performance for compliance to City standards and agreements.
- Coordinate and respond to technical inquiries from the City's Planning department for development applications and policy review
- Assist as a stakeholder in the planning and design of various capital and operational infrastructure projects managed by Transportation & Public Works Services
- Facilitate discussions and resolve conflicts involving developers, contractors, members of the public and other stakeholders
- Analyze resource and budget allocation to ensure efficient ways of completing work are investigated and implemented where possible

Coordination and communications with stakeholders

- Investigate inquiries and provide written and verbal responses to inquiries from Council and members of the public on matters relating to the City's corridors and traffic operations
 - Establish processes for and lead development team in communications with stakeholders as required on City matters
 - Provide written and verbal responses, project and or budget reports, communications and others as needed to inquiries from Council and members of the public
 - Build and maintain effective relationships by collaborating with employees, consultants, contractors, and other partners to best achieve the City's strategic priorities and long-term goals
 - Assist with the preparation of budgets, schedules, reports, and public consultations
- Learning and development
- Coach and develop staff, provide mentoring to staff to develop skills and competencies in policy review, and develop standards and guidelines for team members to use to deliver programs and support development review

Other duties as assigned

Qualifications, Competencies

Degree/diploma in Civil Engineering or equivalent

4-year Bachelor's degree in Civil Engineering, preferred

5 years of practical related experience in development and technical review

Experience in managing daily operations, multi-stakeholder engagement, service development, planning, research, and analysis, working with technology, budgeting, and project management

Experience in the public sector or comparable multi-stakeholder environment

Eligibility for full membership in PEO or OACETT

Skills, Abilities, Work Demands

Excellent communication skills with the ability to interact with stakeholders at all level, internal and external to the organization

Excellent interpersonal skills with the ability to achieve consensus through communication, mediation and negotiation and manage the expectations of diverse groups of stakeholders

Strong knowledge of the City's Official Plan, zoning by-laws, transportation master plan, municipal policies, procedures, by-laws and applicable legislation and regulations

Strong knowledge of the Planning Act, Highway Traffic Act, Environmental Assessment Act, and other related acts and legislation such as the Occupational Health & Safety Act, and the Accessibility for Ontarians with Disabilities Act, 2005 and standards

Advanced computer skills including MS Office including advanced skills in Excel

Strong team management skills with the ability to prioritize and adapt to changing conditions and tight deadlines

Proven ability to strategically think and deliver results

Strong leadership and team building skills, with the ability to prioritize, mentor and manage a cross functional team

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

Ability to work outside regular business hours, as needed

Ability to work in both typical office environment, and on construction sites to review requests for adherence to development

Valid class "G" driver's license; travel within the City of Kingston frequently

Required to obtain and maintain a satisfactory criminal record check at own expense

Closing Statement

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

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

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.