



Manager, Development Engineering Regular Full Time

The City of Markham, an award-winning municipality with more than 353,000 residents, is Canada's high-tech capital and most diverse community, enjoying a rich heritage, outstanding community planning and services, and a vibrant local economy. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices. Diversity is one of Markham's strategic priorities, and we strive to develop and maintain an environment that is inclusive and creates a sense of belonging for all.

Applications are being accepted for the Manager, Development Engineering position in the Engineering Department, Development Services Commission. Please apply on-line at www.markham.ca/careers. This posting closes on **July 13, 2022**.

Reporting to the Senior Manager, Development Engineering and Environmental Engineering, you will lead and manage a team of professional and technical staff responsible for the review and approval of engineering reports, studies, plans, drawings submitted in support of all applications submitted under the Planning Act. You will be responsible for providing technical guidance to staff on complex engineering issues and preparation of agreements. You will also be responsible for coordination with the development industry at a senior level to ensure applications are processed in a timely manner and the City's and public interest are safeguarded. You will also represent the City in negotiations with other levels of government, public agencies, conservation authorities, etc. You will be responsible for Development Engineering – review and approve draft plans, site plans, other planning applications, review and approve all engineering drawings related to public infrastructure, prepare subdivision and site plan agreements.

KEY DUTIES AND RESPONSIBILITIES:

Management

- Manage the day-to-day operation of a team of professional and technical staff responsible for the review and approval of engineering reports, studies, plans, drawings submitted in support of all Planning Act and infill applications.
- Develop standard operating procedures to implement policies and processes relating to engineering review and approvals.
- Implement training to support development related policy and process improvements and changes to all affected parties both within the Engineering department and within the industry to ensure clarity and uniform application of corporate requirements.
- Undertake staff recruitment, selection, training, coaching/mentoring, monitoring of workload, and other labour related responsibilities.
- Review employee performance on a regular basis and take corrective action as required.
- Assist/contribute to development of corporate / departmental initiatives / strategic priorities.
- Assist with budget preparation and forecasts including develop sectional operating budgets and forecasts in accordance with corporate / departmental business plans.
- Attend and/or make presentations to meetings of the public, stakeholder groups, senior management, Committees, Council etc.
- Lead and /or represents the Department as a member of various study teams, technical/administrative committees, working groups, task forces etc.
- Responsible for the overall management of the review and approval of engineering reports, studies, plans, and drawings submitted in support of residential infill grading and servicing applications.



- Responsible for the contract administration and tendering of work related to service connection installation for residential infill developments.
- Implement and support effective systems for project management and performances measurement.
- Provide information into Markham's revenue projections.
- Develop and implement KPI for Development Engineering.
- Provide input into Markham's Strategic Plan: Building Markham's Future Together.
- Responsible for developing improvements to processes and practices.
- Lead and /or represents the Department/Corporation as a member of various study teams, technical/administrative committees, working groups, task forces etc.

Development Engineering

- Approve and ensure that engineering reports, studies, plans and drawings submitted in support of all Planning Act and infill applications comply with City standards, specifications and guidelines.
- Provide engineering input on Planning Act applications including Official Plan Amendments, Secondary Plans, Zoning By-Law Amendments, Plans of Subdivisions, Site Plan Control, Plans of Condominium, Consent to Sever into Plans of Subdivision and Site Plans applications and Minor Variances.
- Review engineering conditions, and financial security and property requirements for all development applications prepared by development engineering staff to ensure they are complete, appropriate and applicable.
- Oversee the administration of financial securities including security reduction and releases, financial draws on securities, and negotiation of security values required.
- Oversee matters related to the acceptance and assumption of developments by the City.
- Develop and implement best practices in various areas including stormwater management, engineering design, brownfields and intensified redevelopment.
- Process and recommend issuance of Environmental Compliance Approval by the MECP under its Transfer of Review Program.
- Attends and makes presentations at public meetings.
- Prepare reports to Council.
- All other duties as assigned.

QUALIFICATIONS AND KEY REQUIREMENTS:

- Registered with the Professional Engineers of Ontario with at least 7 years experience in the municipal/civil engineering and development field or a related University Degree with equivalent experience.
- Progressive experience in the public sector with the ability to work with Council, general public, different levels of government and different stakeholders.
- Municipal government experience an asset.
- Experience and knowledge of design and construction in municipal engineering including roads, sewers and watermains.
- Excellent hands on experience with various processes in the review and approval of different types of development applications.
- In depth knowledge of different types of agreements used in development and the ability to negotiate complex issues with developers and lawyers.
- Understanding of the report writing process in order to produce high level reports to the various City Committee's and Council approval.



- Good understanding of the financial authority limits, purchasing by-laws and generally how a municipality functions.
- Good understanding of the role and challenges of other disciplines in the development industry.
- Demonstrated experience in managing busy office with competing priorities.
- Demonstrated good leadership and managerial skills.
- Excellent organizational, interpersonal, communication and presentation skills, both written and verbal.
- Ability to work independently as well as be a good team player.
- Detailed knowledge of all applicable legislation, acts and standards.
- Ability to interpret complex situations and handle confrontational/aggressive behaviours.
- Ability to work in a multi-disciplinary environment with different agenda and competing priorities.
- Ability to lead, motivate and mentor a team of professional and technical staff.
- Ability to work under pressure and deliver high quality work with short turnaround time.

Core Behaviours

- **Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.
- **Change & Innovation:** Responds positively and professionally to change and helps others through change.
- **Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.
- **Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.
- **Accountable & Results Oriented:** Demonstrates ethical behavior and accountability, aligns with City values, and abides by relevant policies and legislation.
- **Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

The City of Markham has established a mandatory vaccination requirement for staff related to the COVID-19 pandemic. As a result, should you be a successful candidate for a position with the City of Markham you will be required to provide proof of full vaccination upon a conditional offer of employment. Should you require accommodation in accordance with the Human Rights policy with respect to your vaccine status, you will be required to disclose that at the time of conditional offer so that an accommodation can be developed prior to your start date.