

Job Title: Development Project Manager

At Halton Region, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. Halton Region is committed to providing accommodation to individuals with disabilities throughout the recruitment process.

If you are looking for a role where you can lead a team towards the delivery of municipal infrastructure projects for the residents of Halton, we want to hear from you. Over the next 10 years, the Region will be investing over \$5 billion in transportation, water and wastewater infrastructure. We are committed to delivering high quality infrastructure for the residents, businesses and visitors to Halton Region, and are looking for dedicated, forward thinking and enthusiastic individuals to join our Public Works team!

As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. This position is eligible for our Hybrid Work Program.

Posting ID: 3048

Department: Public Works

Division: Development Services

Pay Range: \$85,787 - \$114,364

Job Type: Permanent

Hours of Work: 35 hours per week

Work Location: Halton Regional Centre, 1151 Bronte Road, Oakville

Employee Group: OCT

Posting Date: May 1, 2024

Application Deadline: May 23, 2024

Job Summary

This position facilitates the review of the design, construction, approval and administration of water and waste water systems prepared by external engineers for all new development and their connection to Regional infrastructure.

Duties & Responsibilities

- Act as the primary point of contact for engineers seeking Regional approvals and coordinates the Region's engineering review processes.
- Reviews and approves servicing reports prepared by outside consultants in support of development proposals.
- Coordinates the preparation of development and servicing agreements with Regional Legal Services.
- Comments on all planning applications to confirm adequate servicing and identify Regional infrastructure issues.
- Coordinates comments from other Regional engineers and, in a leadership capacity, facilitates resolution of conflicts between agencies.
- Assists in the preparation of development control reports to establish water and wastewater system capacities and monitors development applications to ensure system capacities are not exceeded.
- Assists in inputting data and status updates into the Region's various development application and infrastructure tracking systems.
- Prepares Council staff reports, memos, invoice/payment requests, and correspondence, as necessary, to address infrastructure provision issues and timing, and seek the necessary approvals.
- Conducts site inspections as required.
- Performs other duties as assigned.

Skills & Qualifications

Essential

- Civil Engineering Technologist Diploma or Engineering degree, or equivalent.
- Minimum four (4) years' experience in the design and approval of municipal water, wastewater and storm water management systems, preferably within a municipal government setting.
- In-depth knowledge of Regional, Local, and Provincial engineering standards, a strong understanding of the Municipal Class Environmental Assessment process, capital budgets, Ministry of Environment & Climate Change requirements, and legal/development agreements related to the provision of public services.
- Understanding of the planning approvals process.
- The ability to work in a fast-paced team environment, be organized, critically analyze and interpret policies/plans/issues, communicate effectively (written, graphic, interpersonal and public speaking), provide exemplary customer service, solve problems, participate in a continuous learning environment, and meet deadlines.
- Experience with Windows based software, including Microsoft Office Suite, Access, Acrobat Standard/Pro or Bluebeam, and Arc View GIS.

Preferred

- Registration in OACETT or PEO and certification as a CET, EIT, or P.Eng.

Working/ Employment Conditions

Working Conditions

- Travel will be required, incumbent must provide their own transportation.

Important information about your application:

- In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, Halton Region will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Talent Acquisition representative of the nature of the accommodation(s) you require.
- Please submit your application online. We will accommodate individual needs for applicants with disabilities and others who are not able to apply online. If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications will be accepted until 11:59 p.m. on the deadline date specified on the posting.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

Halton Region serves more than 624,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to the delivery of high quality programs and services that make Halton a great place to live and work. We engage great people who contribute to meaningful work that makes a positive difference in our community. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment.