



## **JOB DESCRIPTION**

The Corporation of the City of Orillia has an opening for a full-time position of Director of Development and Infrastructure Planning in the Development Services and Engineering Department reporting to the General Manager.

## **DUTIES**

- Oversee a team of Planners, Engineers, and other staff to direct, manage, track progress, evaluate priorities and execute the operations of the division, including budgeting and designing capital projects, in consultation with the General Manager of Development Services and Engineering.
- Prepare, review and make recommendations for annual division operating and capital budgets; monitor/administer approved budgets. Provide long-range planning for division capital and improvement projects.
- Review and analyze land use planning issues and make recommendations based on professional land use planning knowledge and experience to Council, Council Committee, Planning Advisory Committee, and the Committee of Adjustment.
- Coordinate maintaining and developing land use planning documents (i.e. the City's Official Plan and Zoning By-law), by regularly reviewing and identifying issues that need to be addressed to conform or comply with current legislation, changes in land use planning theory or practice, or market driven trends.
- Manage and direct departmental staff to ensure that all statutory requirements regarding development approval applications are complied with (i.e. Maximum application processing timeframes, determining if applications are "complete", providing Notices of Public Meeting, and Notices of Passage or Decision etc.).
- Oversee the review and analysis of all development approval applications (i.e. Site Plan Approval, Committee of Adjustment – Consent and Minor Variance, Zoning Amendment, Official Plan Amendment, Draft Plan of Subdivision and/or Condominium, Part Lot Control etc.).
- Administration of the Development Charges By-law.
- Coordinate the appropriate and timely completion of required Municipal Class Environmental Assessments, Master Plans, and other engineering and transportation studies and designs relating to City projects.
- Prepare the City's ten-year Capital Forecast and Development Charge projects forecast for all Engineering Infrastructure needs based on Master Plans and studies.
- Liaise as required with various City departments, provincial authorities, utility companies, developers, and consultants on engineering and development related matters.
- Maintain and update the City's Engineering Design Criteria Manual.
- Oversee the preparation of engineering plans and specifications, bidding, tendering, competency of contractors and vendors, and the selection criteria for public contracts.
- Serve as an initial point of contact for public and media inquiries regarding land use and infrastructure planning issues.
- Prepare reports, make recommendations/presentations and attend Council Committee and Committee in Closed Session, Senior Management Team, community group, public and/or other meetings, as required.
- Manage staff by setting performance standards, creating work schedules, assigning and approving overtime and scheduling vacations.
- Work in conjunction with the Director of Human Resources to manage union/management relationships, including collective bargaining, grievances, etc.



- Develop, plan and implement goals and objectives for the Development and Infrastructure Planning Division; recommend and administer policies and procedures as approved by Council.
- Must have a working knowledge of Municipal Act.
- Respond to inquiries, handle and resolve complaints.

**QUALIFICATIONS:**

- Bachelor's degree in Civil Engineering and registration with Professional Engineers of Ontario (PEO), P.Eng designation is preferred or a degree in Land Use Planning and current Canadian Institute of Planners Registered Professional Planner accreditation is required.
- Possession of both credentials listed above would be an asset.
- 10 Years of progressively responsible experience in Engineering or Land Use Planning.
- A Masters in Business Administration (MBA) or equivalent would be considered an asset.
- Experience in a Municipal environment would be considered an asset.
- Experience in a Development environment would be considered an asset.
- Working knowledge of the Municipal Act would be considered an asset.
- Excellent verbal and written communication skills, together with strong organizational, analytical, leadership, coaching, time management, strategic planning, presentation, and management skills.
- Excellent computer skills using MS Office Suite, including Outlook, Excel, and Word, SharePoint, OneDrive, Teams, together with other application software such as Geographic Information System software, email software and the internet.
- Possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$134,465 to \$157,305 with a comprehensive benefits package, for a 40-hour work week. Applications will be accepted until August 19<sup>th</sup>, 2024, at noon.

**Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>.**

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.