



Project Manager, Development Engineering, Special Projects

Permanent Full-Time

J0225-0920

The Town of New Tecumseth is looking for a Project Manager, Development Engineering, to join our rapidly growing team. This is a new position to support the Special Projects Team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting directly to the Manager, Special Projects, this is a new position that is involved in all aspects of the review of materials in support of development applications. This would include commenting on and processing Site Plan, Subdivision, Official Plan Amendments (OPA's), Zoning By-Law Amendments (ZBA's), Draft Plan of Subdivisions, Draft Plan Conditions, Building Permit applications and circulations, and Committee of Adjustment applications, from commencement of project/proposal to final completion. Field inspection duties are required for Site Plan and Subdivision development projects. This position is expected to cross-train and provide support to the Engineering Department.

How you contribute to our organization:

- 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.
- Provides written feedback after pre-consultation meetings in a timely manner as prescribed by the Town's By-laws, Policies and practices.
- Reviews development applications to ensure that it meets mandatory submission requirements. Ensures fees are correct and completes paperwork and forwards payments to Finance Department.
- 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.
- Meets with developers and consultants to work through the submission comments. Monitors progress and directs consultants to have drawings and reports updated 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. Responds to emergency situations on constructions sites and provide technical assistance where required and arranges for corrective measures.
- Monitors construction to ensure conformance with design drawings and specifications. Updates and maintains various databases. Manipulates data and prepares reports based on findings for various scenarios regarding infrastructure impact.
- Administers and coordinates consulting services for environmental compliance through Environmental Compliance Approvals (ECA) and Environmental Site Assessments (ESA) processes in keeping with the Environmental Protection Act (EPA).
- Prepares reports to Council in keeping with the department's practices with respect to timelines and completeness.
- Comply with all corporate competencies, values, policies, and procedures at all times.
- Perform other related duties and undertake special projects as assigned.

What you bring to the team:

- Three (3) year College Diploma in Civil Engineering Technology, or Bachelor of Engineering Degree in Civil or Environmental Engineering.
- Certified Engineering Technologist (CET) with Ontario Association of Technicians and Technologists (OACETT), or Engineer in Training (EIT)
- Registered as a Professional Engineer (P. Eng) with Professional Engineers of Ontario is considered an asset.
- Certified Project Management Professional (PMP) designation is considered an asset.
- Three to five years' experience in a relevant related position.
- Familiar with applicable Municipal and Provincial regulations.
- Capable of interpreting complex documents, construction drawings and technical reports.

Salary: \$86,354.00- \$107,937.83, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am – 4:30 pm, Monday - Friday

Location: Town Administration Centre, 24 Tupper Street West, Alliston

Start Date: March 31, 2025.

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on our website by March 13th, 2025.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0225-0920&BRID=EX308045&SBDID=21310&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

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.