

The District Municipality of Muskoka is currently recruiting for a Manager, Development Engineering



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

Responsible for the oversight of the Development review process completed by Engineering and Public Works (EPW) staff, ensuring all applicable professional and regulatory standards and policies are met and adhered to.

What you will do:

- Manage and participate in providing the EPW Department input and operational review for all development applications circulated to EPW, having regard for Municipal Engineering and Planning principles as well as the needs of the Development Community.
- Provide guidance to staff to ensure a clear understanding of the development review processes and procedures while maintaining consideration of corporate goals and objectives, monitoring work quality and promoting teamwork, continuous learning and innovation.
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training, and performance evaluation.
- Provide oversight to Consultants and staff in regards to construction activities related to approved Development projects.

What you will need:

- University degree in Engineering, with preference for a graduate from a civil engineering program
- Member in good standing and licensed to practice in Ontario with the Professional Engineers Ontario
- Minimum of five (5) years directly related progressive experience, preferably in Municipal Development Engineering, including a minimum of two (2) years' experience in a Supervisory or Management capacity.
- Thorough knowledge of applicable legislation, standards and guidelines related to Development Engineering.
- Ability to attend meetings outside of regular District business hours, as required.
- Valid Ontario driver's license.

What we are offering

This is a permanent full-time opportunity at the District. The annualized compensation range for this role is \$102,541.00 - \$120,730.00. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, August 21 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

Manager, Development Engineering

Department:	Engineering and Public Works	Reports to:	Director, Engineering, Transportation & Solid Waste
Effective Date:	October 2020	Supersedes:	New
Classification:	Management Class, M4	Job Evaluation Date:	April 2018 (pre-eval)

SUMMARY:

Responsible for the oversight of the Development review process completed by Engineering and Public Works (EPW) staff, ensuring all applicable professional and regulatory standards and policies are met and adhered to.

MAJOR RESPONSIBILITIES (not limited to):

- Manage and participate in providing the EPW Department input and operational review for all development applications circulated to EPW, having regard for Municipal Engineering and Planning principles as well as the needs of the Development Community.
- Provide guidance to staff to ensure a clear understanding of the development review processes and procedures while maintaining consideration of corporate goals and objectives, monitoring work quality and promoting teamwork, continuous learning and innovation.
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training, and performance evaluation.
- Provide oversight to Consultants and staff in regards to construction activities related to approved Development projects.
- Develop and manage client and stakeholder expectations and relationships through effective communication, appropriate representation, business knowledge and applicable agreements, as required.
- Attend and participate in pre-consultation meetings when required, and act on behalf of EPW, in respect of providing input on proposed development applications.
- Provide oversight, in concert with the Legal Department, in the preparation of Subdivision, servicing and cost sharing agreements for developers and proponents.
- Oversee, and participate in, field inspections of new engineering service installations, when required.
- Manage the M.O.E.C.C. Transfer program and make recommendations for approvals.
- Ensure records for all projects / work undertaken are current, accurate and complete and that documentation is readily retrievable in paper or electronic forms.
- Follow up on annual reporting requirements identified in the Servicing Agreement.
- Manage and track water and waste water treatment plant capacity allocations.
- Provide oversight to the development and ongoing updates to Development Engineering Design Standards.
- Monitor trends and best practices within the development engineering field and update corresponding procedures, policies and standards in consultation with other departments, as required.
- Review and update EPW Policies, Procedures and by-laws, including creation of new policies, procedures and by-laws, as required.
- Assist with the preparation of annual departmental budgets and follow up to ensure alignment with budget guidelines.
- Accountable for the safety and security of employees and facilities and ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Related duties, as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- University degree in Engineering, with preference for a graduate from a civil engineering program
- Member in good standing and licensed to practice in Ontario with the Professional Engineers Ontario
- Minimum of five (5) years directly related progressive experience, preferably in Municipal Development Engineering, including a minimum of two (2) years' experience in a Supervisory or Management capacity.
- Thorough knowledge of applicable legislation, standards and guidelines related to Development Engineering.
- Demonstrated technological proficiency and a thorough knowledge of Civil Engineering practices and Planning principles.
- Proven ability to accomplish performance objectives, and well developed leadership, interpersonal and organizational skills.
- Excellent oral and written communication skills coupled with the ability to manage and coordinate opposing views and find solutions and resolutions to complex issues.
- Ability to attend meetings outside of regular District business hours, as required.
- Valid Ontario driver's license.

DECISION MAKING & INDEPENDENCE:

- The position is responsible for short-term operational decisions and long-term visioning and policy development.
- High level of judgment based on critical thinking and problem solving skill sets to ensure development that proceeds in the best interest of the District, within appropriate timelines.
- Procedures or Standards for the job:
 - All policies, procedures, By-laws and SOP's developed by the District where they apply to the EPW Department;
 - Technical standards and guidelines related to engineering and design water and sewer systems as well as roads infrastructure (DFO, MNR, MOECC, MTO, OPSS);
 - Provincial legislation such as the Highway Traffic Act, the Municipal Act (in reference to Minimum maintenance Standards), ESA (Employment Standards Act), Construction Lien Act, Occupational Health and Safety Act;
 - Environmental Legislation such as Environmental Protection and Assessment Acts (provincial and Federal), Fisheries Act, Navigable Waters Act, Waste Diversion Act, the new Waste Free Ontario Act and related Acts and regulation including D4 regulation; and
 - The Planning Act as it relates to Development Approval requirements.
- Supervision Provided:
 - Supervised by the Director, Engineering & Transportation / Commissioner of Engineering and Public Works;
 - Work collaboratively through regular consultation with Director Water and Wastewater Services, Director Waste Management and Environmental Services, Planning staff and Legal Department staff; and
 - Makes decisions related to development related files based on standard practices and protocols.
- Accountability:
 - Represent the District at meetings with Developers and Area Municipal staff;
 - Actively participate in the Joint Development Review Process, representing Engineering & Public Works; and
 - Timely follow-up and circulation of comments related to development files.
- Confidential Information:
 - Personnel information relating to direct reports and other staff; and
 - Development file information that is deemed to be confidential.

SUPERVISORY RESPONSIBILITY:

The Manager, Development Engineering will have one (1) direct report:

- Development Engineering Coordinator

This job also provides technical advice and oversight to other staff members, contractors, and/ or outside agencies regarding the development projects.

CONTACTS:

This role will liaise internally with the Planning and Legal Departments and externally with the public, the development community and Area Municipalities regarding EPW development review.

PHYSICAL / PSYCHOLOGICAL DEMANDS & WORKING CONDITIONS:

- The majority of work will be completed in a private office setting within the EPW department with additional attendance at onsite and offsite meetings.
- Use of standard office equipment.
- Hours of work include scheduled daytime administrative office hours, and attendance at public meetings on evenings or weekends as required.

HEALTH & SAFETY RESPONSIBILITIES (for supervisors):

- Work in a safe manner that is in compliance with the Occupational Health & Safety Act and policies/ procedures of the District;
- Ensure employees are familiar with the workplace hazards and controls;
- Participate in training and ensure employees are adequately trained and are competent to perform the work;
- Ensure that employees work in compliance with the Act and District health and safety policies and procedures;
- Ensure the protective equipment, devices or clothing are maintained in good working order and used correctly.