

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



The District of Muskoka is seeking a permanent full time Manager, Development Engineering to join our Engineering and Public Works department.

Reporting to the Director, Engineering and Transportation, this position is 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.

Duties of the Manager, Development Engineering will include, but 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.
- Participate in the Joint Development Review process within the District, representing Engineering and Public Works
- 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.

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!



As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

What you will bring to us

We would expect that your strengths will include excellent oral and written communication skills coupled with the ability to manage and coordinate opposing views and find solutions and resolutions to complex issues. The proven ability to accomplish performance objectives, and well developed leadership, interpersonal and organizational skills are critical to the success in this role. Additionally, an understanding of applicable legislation, standards and guidelines related to Development Engineering and demonstrated technological proficiency and a thorough knowledge of Civil Engineering practices and planning principles are a must.

You will hold a university degree in Engineering, with preference for a graduate from a civil engineering program. It is also a requirement that you are a member in good standing and licensed to practice in Ontario with the Professional Engineers Ontario. You will bring a 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.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this management position is: \$ 87,300 - \$ 102,784

How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application:

www.muskoka.on.ca/careers

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

POSTING CLOSING DATE: Friday November 6, 2020 @ 12:00 NOON

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

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.