



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following full-time position:

Supervisor of Development Services Public Works and Environmental Services

Reporting to the Manager of Engineering Services, the Supervisor of Development Services is responsible for the day to day supervision and operation of the Development Services team with respect to development approvals and general engineering services. The Supervisor of Development Services is responsible for providing leadership to their work unit, including coaching and developing team members. Matters of a confidential nature shall be treated with due regard for the best interests of the municipality and its personnel.

Duties and Responsibilities:

- Perform the responsibilities of the position within the applicable Federal and Provincial legislative and regulatory standards, and the operational policies of the City.
- Oversees the day-to-day operations and activities of the Division.
- Prepares and provides professional advice and/or reviews, assesses, comments and reports on development applications and engineering submissions; which could include site plan approvals, zoning amendments, official plan and subdivision agreements, and Committee of Adjustment applications. (Assists with drafting reports to Council with Planning Services.)
- Liaises as required with various City departments, provincial authorities, utility companies, developers and consultants on development and engineering related matters.
- Assists in the development of fee structures and ensures they remain competitive amongst other municipalities and that the proper cost recovery is established.
- Develops and maintains relationships with the development community, negotiating in the best interest of the municipality, while respecting equitable relationships.
- Assists with development agreement negotiations.
- Assists with the administration of development design guidelines as required.
- Develops and maintains development tracking processes.
- Administer the City's Site Alteration Permit process.
- Implements and develops the inspection and commissioning criteria for new developments as it relates to the design standards.
- Oversees the formal handover from Development Services to the Operations of all new infrastructure.
- Represents the Division at Committee meetings as required.
- Explores and implements effective cross-departmental processes.
- Assists with the development and administration of technical standards and City masterplan documents.
- Develops and administers the Division's customer service program.

- Implements technology to facilitate workflow.
- Promotes innovation within the workforce. Reviews current practices and identifies and implements innovative ways to enhance engineering development practices.
- Chairs regular Division staff meetings for all development applications with all the appropriate stakeholders.
- Sit on relevant staff-level committees as required, including Site Plan Control Committee
- Responds to enquiries and/or resolves complaints from the general public, staff, consultants, developers, Members of Council, ratepayers group, utilities, etc.
- Demonstrate a commitment to learning and overall professional development.
- Ensure adherence to the Occupational Health and Safety Act and City policies where applicable.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*, other applicable legislation, best practices, City policies and procedures where applicable.
- Ensure compliance, training and staff supervision pertaining to applicable legislation.
- Provides regular and constructive feedback to staff on performance, recognizes achievements and provides individualized support.
- Facilitates the development and achievement of business and personal objectives which includes individual development action plans designed for the continued growth and sophistication of the team.
- Accountable to ensure that all safety requirements are met by Contractors or Independent Operators.

Education/Specialized Training/Skills:

The position will require:

- A minimum of a three (3) year College Diploma in civil engineering, engineering technology, or a related field.
- Required to obtain and maintain a satisfactory criminal record check.
- A highly developed sense of professionalism, tact and diplomacy.
- Must demonstrate respect for confidential and sensitive issues.
- Demonstrated communication and public relations skills.
- Thorough knowledge of current issues facing local government in Ontario and particularly as they relate to the portfolio.
- Knowledge of human resources management, financial management and project management strategies.
- Demonstrated ethical behaviour and business practices.
- Ability to research, analyze and formulate solutions.
- Strong computer skills including Google Workspace, Microsoft Word, Excel, PowerPoint, (or other similar software programs) email and internet. Strong written and verbal communication skills.
- Strong negotiation skills (related to service and labour contracts as applicable).
- Strong and effective analytical, strategic, critical thinking and problem solving abilities.
- A valid Class G Driver's Licence and a safe driving record in good standing, satisfactory to the employer.

Work Experience:

- A minimum of four (4) years of experience in municipal engineering, construction, design, review and/or approval of subdivisions, site plans, and development applications including two (2) years in a supervisory capacity is required.
- Demonstrated leadership, communication, decision-making and public relations skills are required.
- Extensive management experience in municipal or broader public, private or voluntary sector environments.

Remuneration: 2024 Non-Union Salary Grid Band 9 - \$100,497.72 to \$109,236.65 annually.

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on April 17, 2024**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate the individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.

Applicants will be required to consent to the completion of a criminal reference check and the completion of a driver's abstract, if deemed a requirement of the position.