

Woolwich Township Job Posting



Date:	September 2, 2022
Position:	Manager of Development Engineering
Positions Available:	One (1) Permanent Full Time
Department:	Development Services
Wage Rate/Grade:	\$82,284.00 to \$100,346.00 (Level 9)
Hours of Work:	35

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) Development Engineering Manager.

Purpose of position and profile:

Reporting to the Director of Development Services, the development Engineering Manager oversees staff and the day to day activities for the Development Engineering Division and provides engineering review and approval for various development applications, develops and manages division budget, assists with long range forecasting and identifies municipal servicing upgrade needs for planned development growth.

Responsibilities:

- Manage/supervise and assign tasks to the Development Engineering Division team
- Review, evaluate and provide advice regarding growth projects
- Oversee, review and acceptance of development related applications (subdivisions, severances, consents, minor variances, site plan control, site alterations, etc.)
- Evaluation of municipal servicing issues at various stages of development
- Assist and at times oversee the monitoring and evaluation of system capacities
- Assist with the preparation of subdivision, development, servicing, pre-servicing and cost sharing, and cross boarder servicing agreements with developers, builders, contractors, and other municipalities and levels of government
- Correspond with various government agencies, consultants, developers, the public, and other departments providing advice regarding growth and development initiatives
- Review, approve, and accept site alterations applications, permits and agreements, site plans, draft subdivision plans, and other various development related projects
- Conduct site supervision and on-site inspections of infrastructure and development related projects as required
- Conduct municipal services inspections for entrance, storm, sanitary and water service connections
- Develop and prepare divisional budgets, policies and procedures
- Evaluate and accept cost estimates for development applications
- Coordinate and collaborate with the Infrastructure Services Department
- Prepare Council reports and attend public and Council meetings as required
- Responsible for plans, studies, manuals and by-laws relating to Development Engineering
- Other duties as required

Education, Qualifications, and Experience:

- A civil engineering degree or diploma from a recognized University or Community College
- A minimum of five (5) years' experience related to municipal and/or development engineering services with municipal management experience.
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a vehicle.
- Registered with either the Professional Engineers of Ontario (PEO) or the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Thorough knowledge of Municipal Engineering practices and procedures
- Demonstrated experience in residential subdivision development, engineering, inspection, securities and contract administration
- Above average competence in computer skills including MS Windows, AutoCAD Map, Bluebeam and ESRI
- Proven communication, report writing and public relations skills
- Demonstrated knowledge of financial matters relating to all types of development, including performance security management. Strong aptitude for figures and attention to detail
- Superior written and oral communication skills
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills
- Courtesy and diplomacy in dealing with the public, other agencies, and other staff
- Ability to work in a team environment and independently with little supervision
- Ability to conduct field work, site, and construction inspections

Working conditions:

- Combination of office environment and field inspections
- Exposure to outdoor weather conditions in all seasons
- Potential for exposure to typical construction hazards
- Flexible hours of work as required
- Frequent meetings and travel to support corporate development goals, occasional attendance at Council and Committee meetings
- Must be physically capable of performing job duties

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Friday, September 23, 2022. Please quote job posting 2022-38.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.