

Town of Caledon

make a difference



Job Title: Manager, Development Engineering (Permanent Full-Time)

Closing Date: August 20, 2023, 11:59PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

The Manager, Development Engineering leads a team that is responsible for the engineering review and implementation of development applications including subdivisions, site plans and other development applications, following their planning approvals through to assumption by the Town. In consultation with the Town Solicitor, drafts, reviews, and administers development agreements and provides related oversight of infrastructure construction, completion, and securities. Ensures that collaboration with developers, consultants, and the public take place on a continuous basis. Assists and supports the Department in the completion of corporate initiatives. As the Manager, Development Engineering, you will perform the following duties, including but not limited to:

- Ensuring engineering submissions and internal circulations for development applications are reviewed to meet compliance with applicable guidelines, practices, procedures, standards, and regulations.
- Recommending acceptance of final design drawings, reports, certificates, security reduction and assumption as required to the Director.
- In consultation with the Town's legal Division, leads the Division in the drafting of subdivision, servicing, cost sharing and development agreements for Town approval.
- Leading and managing staff and operational administration to meet performance standards for the delivery of programs and services for the Division and is responsible for effective planning, allocation, and management of all material, financial, revenue generation, and human resources.
- Preparing reports for Director and Council as requested.
- Establishing conditions and requirements with respect to the municipal servicing of development applications draft plan of subdivision, official plan amendment, rezoning, site plans and severances.
- Supervising in-house and contracted staff assigned to perform work and activities as defined herein. Collaborate with HR on people-related programs. Provide input to the career development of assigned staff, including technical direction, training recommendations, coaching, and mentoring



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- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Civil Engineering or closely related field such as environmental or transportation, with certification as a Professional Engineer with the PEO. Our ideal candidate has minimum 10 years related experience preferably in a municipal environment including 3 years of experience in a supervisory or management position. With strong knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as The Municipal Act, Planning Act, Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act, Employment Standards Act, Ontario Building Code, Highway Traffic Act, Clean Water Act, Conservation Authorities Act, Rail Safety Act and other related legislation and regulations.

The ideal candidate will have demonstrated in helping to lead process improvement and service excellence initiatives where people are key participants. We are seeking an individual with superior interpersonal skills, a demonstrated ability to make interpretive decisions based on complicated codes, agreements and regulations and applying same to construction and development situations and excellent communication skills.

The successful candidate for Manager, Development Engineering will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$122,330.85 - \$149,916.40 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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