

Job Title: Supervisor, Subdivisions

Requisition ID: 2864

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Department/ Branch: Permitting and Inspection Services, Development Planning

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Reposted (dd/mm/yyyy): 08/08/2024

Closing Date (dd/mm/yyyy): 23/08/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Supervisor, Subdivisions is responsible for providing supervision, guidance, and support to the subdivision and development process within the Regional Municipality of Wood Buffalo. The incumbent leads a team and sets priorities to ensure subdivisions, development agreements, and development permits are processed and delivered in accordance with provincial and municipal laws and policies. Primary responsibilities of this position include:

Employee Development: Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to ensure service levels are met. Mentors, coaches, and provides support to staff. Empowers and develops staff by way of regular feedback, providing development opportunities and technical direction, as well as delegation of responsibilities.

Research and Implementation: Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the Municipality's best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals. Leads other urban and regional planning projects as required.

Departmental Guidance: Supervises subdivision and development approval process as per the Municipal Government Act, subdivision and development regulations, Condominium Property Act, Land Use Bylaw, and statutory plans and policies. Negotiates with builders, land developers, and other stakeholders on servicing requirements as part of the land development regulatory process. Supervises preparation of development agreements and implementation of statutory plans. Supervises amendments to the Land Use Bylaw. Develops, maintains, and monitors public consultation process to promote positive relationship building with stakeholders, industry, and Indigenous partners. Oversees site inspections and enforcement processes and participate in the Subdivision and Development Appeal Board process.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates need to show evidence of the following:

- Sound knowledge of zoning, municipal bylaws, and provincial planning statutes.
- Ability to read and interpret engineering drawings, architectural and site plans, and understand specifications.
- Ability to empower people and use innovative approaches in situations involving rapid change, shifting priorities, or simultaneous demands.
- Excellent interpersonal, facilitation, and communication skills, as well as a demonstrated ability to assess situations from a business perspective.

- Strong team player with a collaborative approach.
- Experience prioritizing workflow, managing projects, and completing time sensitive tasks in a fast-paced environment.
- Excellent customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts; interacting in a manner that builds trust, confidence, and credibility.
- Adherence to administrative directives, policy, and legal requirements with knowledge of equity and inclusion practices and strategies as it relates to municipal programs and initiatives.
- Proficient in various software applications such as AutoCAD, Adobe Creative Cloud, ArcGIS.
- Sound, practical judgment using independent decision making, with political awareness and sensitivity.

EDUCATION AND EXPERIENCE:

- Degree in Urban and Regional Planning, or another related degree program is required.
- Master's Degree in Urban or Regional Planning is preferred.
- Certified Planner with membership in Canadian Institute of Planners (MCIP) is required and Registered Professional Planner (RPP) designation with the Alberta Professional Planners Institute is an asset.
- Five (5) years of experience in a municipal planning environment with a minimum of two (2) years of experience in a leadership/supervisory role.
- Experience working in the public sector with unionized and non-unionized employees considered an asset.
- Experience in leading subdivisions and special planning projects is an asset.
- An equivalent combination of education and work experience may be considered.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class Five (5) Operator's Licence is required as incumbent may be required to operate a personal or municipal vehicle for business use.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**