Superintendent of Planning & Development Services

Job Status: Full -time Permanent
Division: Community Services
Department: Planning and Development Services
Union: Non-Union
Salary: $106,561.00 - $134,898.40
Vacancies: 1
Closing Date: This posting will remain active until the vacancy has been filled

About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the community boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked one of the most affordable medium-sized cities in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County.

The Role

Under the direction of the Manager of Planning & Development Services, this role is key to providing effective leadership and direction in the coordination and management of Planning Act Applications.

The Superintendent is responsible for managing and delivering comprehensive development review services, including analysis, reporting, and professional recommendations to Council in accordance with municipal and provincial policies and legislation. This role supports long-range planning initiatives, contributes to policy development, and prepares detailed reports on complex planning applications. The Superintendent interprets corporate strategies, presents at public meetings, and responds to inquiries from Council and the community. They provide expert planning evidence before the Ontario Land Tribunal and collaborate with legal counsel on appeals, mediation, and settlement discussions. The position oversees a variety of complex development applications, negotiates solutions to planning issues, and ensures projects advance efficiently. Leadership responsibilities include assigning and monitoring workloads, supervising and mentoring staff, supporting recruitment, and ensuring

compliance with health and safety requirements. The Superintendent also maintains up-to-date professional knowledge, recommends improvements to procedures and service standards, and performs related duties as required.

Qualifications

- Completion of a Degree in Urban or Regional Planning, Environmental Studies, or a related field
- Minimum five (5) years of Municipal planning and development review experience
- Minimum of three (3) years of supervisory experience or equivalent
- Full membership in Ontario Professional Planners Institute (OPPI) and/or Canadian Institute of Planners (CIP), and Registered Professional Planner (RPP) designation, or equivalent(s).
- Experience in supervising and directing the work of unionized staff
- Valid Class G Licence with an abstract acceptable to City guidelines

An equivalent combination of education, training and experience may be considered.

The Candidate

The successful candidate should possess the following experience, knowledge and competencies:

- Excellent analytical, problem-solving, research, report-writing, organizational, leadership, interpersonal, negotiation and supervisory skills.
- Working knowledge of local government functions and responsibilities, provincial government, and associated agencies as they relate to municipal planning responsibilities and labour/employee relations principles, practices, and applicable legislation.
- Demonstrated communication and interpersonal skills as well as a solid knowledge of costing and budgets.
- Ability to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions, community groups, organizations, and the public, with the ability to respect confidentiality
- Skill and efficiency in the use of computer applications, including but not limited to: MS Office, Microsoft Teams, ArcGIS, and other applicable software.

Why Work With Us

It's an opportunity to work in a dynamic and collaborative environment where your organizational skills, attention to detail, and professionalism will be highly valued.

The City offers competitive salaries alongside extended health, dental and travel benefits, life insurance coverage, access to our Employee & Family Assistance Plan (EFAP), and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

We are an organization focused on the health and well-being of our employees, including a priority on work-life balance delivered through a unique earned-day-off package in addition to vacation time offerings.

We are an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the Municipal Act and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366.

Please note this recruitment is for a current vacancy.

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