

**MUNICIPALITY OF MISSISSIPPI MILLS  
JOB DESCRIPTION**



<b>DEPARTMENT:</b>	Development Services and Engineering
<b>DIVISION:</b>	Development Services and Engineering
<b>JOB TITLE:</b>	Director of Development Services and Engineering
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>SUPERVISOR:</b>	Chief Administrative Officer
<b>REVISION DATE:</b>	April, 2022

**POSITION SUMMARY AND SCOPE:**

The Director of Development Services and Engineering is responsible for directing, managing and reviewing the activities and operations of planning, building, engineering, infrastructure planning and heritage. This includes all aspects of land-use planning, including long-range planning (policy development and implementation), and current planning (development control regulations) including all aspects of engineering review and approval. Infrastructure planning for the Water Treatment & Distribution and Sanitary Sewer Treatment & Collection and Transportation – including active transportation. Member of the Senior Management Team.

**DUTIES AND RESPONSIBILITIES:**

1. Review and analyze current (development control) and long-range (policy) land use planning issues, and make recommendations based on professional land use planning knowledge and experience to Council, Council Committee, Planning Advisory Committee, and the Committee of Adjustment. Provide advice about current and long-range planning matters to municipal clients, other municipal departments, agencies and governmental organizations.
2. Review and analyze water, sewer and transportation needs of the Municipality and plan for the long term requirements including capital funding and construction of these projects and the systems as a whole including maintaining the long term master infrastructure plans.
3. Develop, plan and implement goals and objectives for the Department; recommend and administer policies and procedures as approved by Council.
4. Maintains files, plans and records for infrastructure works and liability issues.

5. Maintain and develop current land use planning documents (i.e. the City's Official Plan and Zoning By-law), by regularly reviewing and identifying issues that need to be addressed to conform or comply with current legislation, changes in land use planning theory or practice, or market driven trends.
6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies. Work in conjunction with the Human Resources staff to manage union/management relationships, including collective bargaining, grievances, etc.
7. Manage and direct departmental staff to ensure that all statutory requirements regarding development approval applications are complied with (i.e. Maximum application processing timeframes, determining if applications are "complete", providing Notices of Public Meeting, and Notices of Passage or Decision etc.). Must have a working knowledge of Municipal Act, and general knowledge of the Building Code Act, and a detailed knowledge of the Planning Act, together with any applicable and current Provincial Policies and related statutes and regulations.
8. Oversee the review and analyze all development approval applications (i.e. Site Plan Approval, Committee of Adjustment – Consent and Minor Variance, Zoning Amendment, Official Plan Amendment, Draft Plan of Subdivision and/or Condominium, Part Lot Control etc.). Provide both procedural and professional land use planning advice to the Planning Advisory Committee and Committee of Adjustment.
9. Coordinate with developers, contractors, property owners, community and neighbourhood groups, civic advisory groups, the public, and other interested and affected parties in land use, planning, and development issues and decisions. Administration of the Development Charges By-law.
10. Provide expert witness testimony as required, at the Ontario Municipal Board and other tribunals and courts.
11. Oversee and provide guidance to the Building Division of the department by maintaining a sufficient knowledge of the Ontario Building Code Act and Code to facilitate the cohesive administration and application of Building Code / Plumbing Code / Fire Code enforcement with the relevant land use planning policies and/or regulations. Direct the administration of Property Standards and the Sign By-law.

12. Oversee and provide guidance to the staff that administer, review and comment upon engineering submissions associated with all development applications.
13. Oversee the preparation of engineering plans and specifications, bidding, tendering, competency of contractors and vendors, and the selection criteria for public contracts.
14. Monitor the project management for the construction of the municipal public works projects. Monitor assigned projects to ensure contractor compliance with time and budget parameters for the project.
15. Maintain effective and co-operative liaison with Council, other municipal departments, and government agencies.
16. Review, prepare and submit grant approval applications.
17. Respond to inquiries, handle and resolve complaints, and serve as an initial point of contact for public and media inquiries regarding land use planning and construction project issues.
18. Prepare, review and recommend the annual Departmental budget (including all applicable operational budget, capital budget and supplementary request components). Monitor and administer the approved budget and report on same; and authorize payment of accounts. Provide long-range planning for Municipal capital improvement projects.
19. Prepare reports, make recommendations/presentations and attend Council Committee and Committee in Closed Session, Senior Management Team, community group, public and/or other meetings, as required.
20. Member of the Municipal Emergency Control Group.
21. Perform other duties as assigned in accordance with corporate objectives.

## **EDUCATIONAL REQUIREMENTS:**

Post secondary education in Land Use Planning, Engineering or a directly related field.

## **EXPERIENCE:**

A minimum of eight (8) years' progressively responsible land use planning, engineering, construction and management experience in a municipal unionized environment.

## **SKILLS AND COMPETENCIES:**

Detailed knowledge of the *Municipal Act*, Environmental Assessment Act, Environmental Protection Act, Occupational Health and Safety Act, Highway, Traffic Act, *Development Charges Act*, *Assessment Act*, *Building Code Act*, and *Planning Act* and other applicable legislation.

Possession of a Professional Engineering designation an asset.

Full membership in the Canadian Institute of Planners, together with current Registered Professional Planner accreditation an asset.

Extensive knowledge of civil engineering principles, practices and methods as applicable to a municipal setting including sewer, water, road design and construction techniques.

Knowledge and understanding of land use planning theory and principles.

Excellent verbal and written communication skills, together with strong organizational, analytical, coaching, time management, strategic planning, presentation, and management skills.

Management, supervisory and analytical skills, initiative and the ability to work under pressure.

Excellent computer skills, including knowledge of Microsoft Office software, geographic information systems, asset management software and other related software package with a strong sense of uses/opportunities for technology in a municipal environment.

Open to new ideas and innovative approaches.

Possesses and maintains a Valid Ontario Class G driver's license and reliable vehicle to use on corporate business when/if required.

**WORKING CONDITIONS:**

This position will be scheduled to work regular full- time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance is required and travel may also be required.

**PHYSICAL DEMANDS:**

The position will work odd or long hours to complete special requests or projects and to attend meetings. This position may have to spend long hours sitting and using office equipment and computers.

**ENVIRONMENTAL DEMANDS:**

This position will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, Staff, Community associations, residents, special interest groups, developers and other external contacts.

**SENSORY DEMANDS:**

Sensory demands can include long hours of reading and use of the computer, close and constant attention to detail, accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.

**MENTAL DEMANDS:**

This position is exposed to stress and pressure associated with positions that are responsible for supervising employees, responding to internal/external demands, and managing tight deadlines. The position will have to manage a number of requests at one time and must be prepared to deal with emergencies and stressful situations. The position will require handling complaints of a financial or political nature from internal/external contacts which may result in emotionally charged situations.

**SAFETY:**

The Municipality of Mississippi Mills believes that all accidents can be prevented. To achieve this goal, all Managers must ensure that employees make safety and integral part of every task and job. As a manager, you must be familiar with the Municipality's safety policy and understand your Staff's:

- Right to participate,
- Right to Know,
- Right to refuse unsafe work, and,
- Right to stop dangerous work;

AND

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware,
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker,
- Take every precaution reasonable in the circumstances for the protection of the worker,
- Conduct regular safety meetings with workers,
- Commend good health and safety performance

All employees must follow the Municipality's Health and Safety policies and comply with the *Occupational Health and Safety Act*.

**WORKING RELATIONSHIPS:**

<b>Internal</b>	CAO, Department Heads, support staff, Members of Council
<b>External</b>	Government ministries and agencies, public, professional consultants including but not limited to the lawyer, engineers, planners, architects, biologists, etc.