



## **JOB DESCRIPTION**

**TITLE:**                   **MANAGER, SUBDIVISION/DEPUTY APPROVING OFFICER**

**DEPARTMENT:**       **Development Approvals**

**Position Last Evaluated: Feb 2015**

**Job Desc. Last Updated: Aug 2019**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Director, Development Approvals, the Manager, Subdivision/Deputy Approving Officer is responsible for the planning, organizing, direction, and control of the Subdivision section of the Development Approvals department. The incumbent will represent the City in regards to subdivision requirements associated with land development proposals.

The incumbent is responsible for the administration of the City's Subdivision Control Bylaw and associated policies and regulations, including keeping the Bylaw and guidelines current with priorities set by Council and the community.

The Manager, Subdivision/Deputy Approving Officer exercises considerable independent judgment in overseeing the review of development proposals. Only complex issues or matters of major impact are referred to the Director, Development Approvals. Considerable independent discretion is required in the approval or rejection of subdivisions.

Performance is evaluated in terms of achieving the departmental objectives and in the quality of work and service rendered to Council, senior management, the development industry, the public, and departmental users, in accordance with the City's performance management program.

### **NATURE AND SCOPE OF WORK**

Provides advice, guidance, and direction on subdivision issues associated with new development to senior management, staff, the public, professionals, and the development community.

**NATURE AND SCOPE OF WORK cont.**

Supervises Subdivision staff in the processing of proposals for subdivisions and subdivision related re-zonings and development permits.

Sets goals and objectives, develops operational policies, defines functions of subordinates, selects, appoints, and appraises staff, approves training programs, and makes recommendations for promotion, termination, and discipline of staff.

Plans and controls the budget, goals, and objectives of the subdivision section.

Reviews applications for completeness and adherence to Provincial legislation, as well as Municipal policies and standards for municipal infrastructure undertaken through subdivision development.

Consults and negotiates with professional engineers, architects, engineering associates, and other staff and agencies, to ensure that subdivision development complies with relevant legislation, bylaws, and various policies and procedures.

Directs and controls the analysis and examination of subdivision development proposals, including the designs of municipal roads and servicing for subdivision development. Ensures compliance with legislative requirements, municipal bylaws, City policies, and standard engineering practice.

Reviews development proposals and prepares Development Permits and Development Variance Permit reports in relation to subdivision proposals.

Oversees and coordinates proposed subdivision projects with external agencies, and considers the recommendations from senior levels of Government in the review and approval process.

Accepts/rejects constructed works undertaken through subdivision.

Develops and implements processes and procedures for the development review process and initiates recommendations for changes to bylaws, standards, policies, and procedures.

Undertakes additional assignments and duties as requested by the Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of civil engineering design principles and practices and construction methods, procedures, and materials associated with municipal infrastructure.

Thorough knowledge of local government and of applicable legislation, municipal bylaws and policies related to land development.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Thorough knowledge of subdivision, land use planning, rezoning regulations and procedures, environmental issues, traffic management, and transportation issues associated with land development.

Thorough knowledge of the principles and practices of evaluating environmental impact of proposed developments, and the review and consideration of mitigation measures.

Knowledge of various Windows applications such as word processing, spreadsheet and database management in a Windows environment, as well as specific engineering and traffic analysis and GIS systems.

Ability to analyse complex data, resolve complex problems, and write clear and understandable reports to satisfy a variety of users.

Ability to interpret, advise, and provide guidance on a variety of technical matters.

Ability to support, coach, and manage supporting technical staff.

Extensive experience in working with and within conflicting public interest groups and the ability to exercise mediation skills in achieving broad public objectives and programs.

Ability to communicate effectively with members of Council, other staff, the development community, other agencies, and the public.

Ability to represent the City and negotiate tactfully and effectively with other agencies, the business community and the public.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

University Degree in Civil Engineering or Planning or related field.

A minimum of 5 years' related experience in subdivision design, approval, assessment, engineering, and municipal infrastructure associated with land development, including a minimum of 3 years in a management or supervisory role.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS**

Membership or eligibility in an association such as ASTTBC, the Association of Professional Engineers, or P.I.B.C.

Valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.