



JOB DESCRIPTION

TITLE: **MANAGER, DEVELOPMENT ENGINEERING**

DEPARTMENT: **Planning & Development**

Position Last Evaluated: Nov 2005

Job Desc. Last Updated: Feb 2025

GENERAL ACCOUNTABILITY

Reporting to the Director, Planning & Development, the incumbent is responsible for the planning, organizing, direction, and control of the Development Engineering Section of the Planning & Development Department.

Considerable independent judgment is required in overseeing the review of development proposals. Only complex issues or matters of major impact are referred to the Director.

NATURE AND SCOPE OF WORK

Organizes, directs and controls the activities of personnel engaged in the review and approval of development related civil engineering design and associated permits required for access, tree removal, works within City streets and soil removal and deposit.

Responsible for the selection and appointment of staff, employee evaluations, recommends promotions, disciplinary action and training requests. Confers with department staff and their representatives to resolve complaints and grievances.

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

Represents the City in negotiating engineering and tree protection issues and subdivision requirements associated with land development proposals.

NATURE AND SCOPE OF WORK cont.

Submits provisional, annual, and revised budget cost estimates, forecasts and details as required for area of responsibility; approves and processes all purchases and invoices for materials, supplies and services.

Coordinates the application of Provincial legislation, as well as Municipal policies and standards for municipal infrastructure undertaken through new development.

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

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

Oversees and coordinates proposed 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 or building activity.

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

As needed, fulfills the roles and requirements as outlined in applicable legislation, such as the Local Government Act, Land Title Act, etc.

Undertakes additional assignments and duties as requested by the Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of civil engineering design principles and practices associated with municipal infrastructure.

Thorough knowledge of 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.

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Thorough knowledge of the principles and practices of traffic management and transportation issues.

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

Ability to analyze complex data and resolve problems.

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

Ability to prepare concise and complex technical reports.

Ability to support, coach, and manage staff.

Ability to coordinate and evaluate competing interests.

Exercises independent discretion in the approval or rejection of subdivisions.

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

Bachelor's degree in civil engineering or related discipline from a recognized educational institution and a minimum of 5 years' related experience, including proven management supervisory experience.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Eligible for Membership of the Association of Professional Engineers and Geoscientists of British Columbia.

Possession of a 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 & Safety (OH&S) 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 & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to 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.