

## **JOB DESCRIPTION: MANAGER OF DEVELOPMENT SERVICES / CBO**

The Manager of Development Services / CBO will represent the Municipality in all development activities within the Municipality and will administer and enforce the Ontario Building Code, the Property Standards By-law and any other related By-Law respecting the safety of buildings with respect to public health, fire protections and structural sufficiency.

**Location:** Municipal Administration Centre

**Reporting To:** Director of Infrastructure & Development

**Supervises:** Building Inspectors, Planning Coordinator, GIS Coordinator, Administrative Assistant

### **Responsibilities:**

1. Represent the Municipality as the point person in all development activities including providing advice, analysis, leadership, and vision on policy and long-range planning with regards to the planning act, Provincial policy, and other legislated requirements
2. Oversee all aspects of residential, commercial, and industrial development in compliance with approved Engineering Development Standards, related Master Plans, the Official Plan, and best management practices
3. Act as the project manager for any Municipal development proposals which will include interacting with consultants; completing and submitting applications; managing tasks, milestones, and budgets; providing advice; and creating reports and presentations
4. Manage all planning applications which will include preparing and negotiating agreements; liaising with approval agencies; reviewing the applications; providing planning advice; writing site plan agreements and monitoring securities; administering the agreements; and preparing reports
5. Monitor and research trends - growth, demographics, housing - in the development industry within the Municipality and make recommendations as required
6. Manage the 5-Year Official Plan update cycle and zoning by-law
7. Perform statutory duties of the Chief Building Official by assuming overall responsibility to ensure compliance with the Ontario Building Code and all Acts/regulations relevant to safety of buildings
8. Ensure enforcement of zoning by-law for all new buildings, additions, changes, renovations
9. Investigate complaints, initiate compliance actions including issuing stop work orders and other orders
10. Respond to legal enquiries / letters regarding work orders, zoning compliance, etc. as required
11. Act as the Zoning Administrator and secretary to the Committee of Adjustment
12. Assist in preparation and implementation of bylaws relating to development and monitor effectiveness
13. Conduct research, analysis and prepare reports, by-laws, agreements, policies, and procedures on various municipal topics to present to Council
14. Oversee the implementation of Source Water Protection according to the Clean Water Act ensures that risk management services are in place
15. Oversee and manage the Geographical Information System (GIS) program for the Municipality

16. Responsible for interviewing & hiring new employees, carrying out performance appraisals, directing the training & development of staff, providing coaching opportunities and carrying out disciplinary actions
17. Cooperate with the efforts of other Municipal Departments in the achievement of efficient and cost-effective workflows and business processes
18. Participate in the operating and capital budget process by projecting and maintaining costs associated within program responsibilities and monitor budget expenditures
19. Complete other duties as assigned by Management

**Education & Experience Requirements:**

- Post-Secondary Education in Building Sciences, Engineering or Architectural Technology, Planning or a related discipline.
- Certification in the Ontario Building Officials Association
- Qualified and registered with the Ministry of Municipal Affairs and Housing in the minimum following categories: General Legal / Process (Chief Building Official); Small Buildings; Septic HVAC/Ventilation; Plumbing All Buildings; Large Buildings; Complex; Structural
- Minimum of 5 years experience in land use planning
- Eight (8) years of progressive management experience in municipal development activities
- Possess a Valid Class G Ontario Driver's License

**Required Knowledge, Skills & Competencies:**

- Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Fire Code, Planning Act and applicable Municipal, Provincial and Federal Laws
- Knowledge of building construction and theory through technical training in engineering technology and survey techniques
- General working knowledge of municipal operations and the working of other departments
- Strong interpersonal and communication skills with proven ability to deal effectively with all levels of the Corporation and general public, including committees, members of Council, developers, agencies, and consultants
- Ability to read and interpret construction drawings, engineering/surveyors' reports
- Ability to effectively lead, coach and motivate a multi-disciplinary team
- Proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and working knowledge of computer programs including AutoCAD and GIS
- Ability to exercise good judgement in enforcement functions and decision-making
- Good organizational and time-management skills to meet deadlines

**Employment Information:**

- Regular, Full-Time position
- 35 Hours per Week
- Attendance at evening Council or Committee Meetings as required
- Salary is currently under review - Estimated Range = \$100 000 - \$115 000

Qualified candidates are invited to submit their application online at <https://careers.kincardine.ca/> no later than **May 21, 2021**.

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection.

The Municipality of Kincardine is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact the Human Resources Department at (519) 396-3018 or e-mail: [hr@kincardine.ca](mailto:hr@kincardine.ca)