



Job Description

Development Engineering Supervisor

Department: Planning & Development Services

Reports To: Manager Development Engineering

Date Approved: March 2024

Job Grade: Grade 12

Position Summary

- Oversee Development Engineering Reviewers and provide onboarding, training and mentorship.
- Optimize and standardize the Division's processes and procedures to maximize the effectiveness and efficiency of the Development Engineering division, including providing quality assurance/control on Development Engineering deliverables, products, and Development Agreement input, management & preparation of current & future staff work-flow projections.
- Support Manager as needed, and act/perform duties of the Development Engineering Manager in their absence.

Key Duties and Responsibilities

Under the supervision of the Manager of Development Engineering:

- Propose, create, improve, coordinate, and implement processes and procedures for approval by the Manager, and manage the Division's work-flow, to maximize effectiveness and efficiency.
- Provide quality assurance/control on Development Engineering deliverables and products, including but not limited to, review of comments (pre-consultation, planning approvals, detailed engineering), input into Development Agreements, Town Certificates, security reductions, drawings, staff reports, and subdivision assumption documentation, prior to final approval by the Manager.
- Analyze data to inform Fees and Charges bylaw, estimate annual revenue and cash-flow for resourcing, adjusting to appropriate staffing levels, and program budgeting.
- Mentor and provide on-boarding and training to Development Engineering Reviewers to grow their capabilities, expand continuing professional development skills, and

coordinate performance goals of the Division.

- Provide, support and be accountable for high-level engineering review of development project functional servicing designs and concepts to verify Town support on pre-consultation and planning applications by the development community for development proposals including, but not limited to, subdivisions, condominium, and site plans.
- Confirm servicing allocations and engineering capacity for new developments and identify and coordinate any related required upgrades: conveyance and treatment, stormwater infrastructure and watercourse/receiving bodies, and transportation infrastructure.
- Consult, coordinate and host meetings and/or site meetings with internal department staff and external stakeholders (agencies, developers, consultants, utility companies, public, etc) on engineering aspects and apply conflict resolution techniques to investigate concerns within legal frameworks, professional code of conduct/ethics/fairness principles, health and safety policies, legislation, and best practices.
- Undertake and ensure detailed review of all engineering aspects, including computer modelling, calculations, construction coordination, & communication plans, and coordinate inspection for development project designs for subdivisions, condominium and site plans to ensure proposed works are in accordance with draft conditions, previous comments, Town's Engineering Standards, Ontario Provincial Standard Specifications and Drawings, other applicable legislation, and industry custom and best practices.
- Support and be responsible for the preparation of professional, concise, transparent, comprehensive engineering comments on behalf of the Town for development project submissions, with consideration as to applicability for all consultation and comments received.
- Consult with Manager and Department Head in the preparation of Pre-Servicing and Development Agreements, including but not limited to, the review of cost estimates and security calculations, special provisions related to engineering, contractual milestones, descriptions of easements/blocks, construction sequencing/coordination, communication plans, and review and approval of drawings for construction.
- Support the Manager of Development Engineering in the management and overseeing of Developer and Town obligations with respect to all aspects of Town Development Agreements, including but not limited to, prepare Certificates for Development Agreements and manage Town financial securities, developer care of unassumed infrastructure, maintaining construction site and public safety, and adhering to applicable bylaws, Assumption & hand-over processes of subdivisions/condos.
- Undertake project management, contract administration and construction monitoring of Town initiated infrastructure installation, rehabilitation, and reconstruction works for development projects in Default status, including developing project scope and budget, preparing procurement documentation, managing engineering services agreements and construction contracts to ensure terms and conditions are satisfied within budget and schedule limitations, managing Change Order and Progress Payment Certificate

processes through to project completion and Town Assumption.

- Support the Manager in preparing designs, contract tenders and contract documents for infrastructure of development projects in Default status, as well as review and/or prepare requirements for topographical and legal surveys, cost and quantity estimates, and applications for agency approvals.
- Support the Manager in various conceptual engineering and design reports, studies, and standard drawings, as required, and present to Committees, Council, and the Senior Management Team.
- Maintain thorough working knowledge of new and emerging civil design technologies, industry trends, best management practices, and innovative project delivery techniques, Town's Engineering Standards, Ontario Provincial Standards and Specifications and Canadian Construction Document Committee contracts including terms and conditions, applicable legislation to ensure Town infrastructure is environmentally, fiscally, and socially sustainable.
- Promote a high standard of customer service to the public and stakeholders, as well as to all internal staff.
- Maintain thorough working knowledge of the Town's Policies, including Safety Manual, and applicable provincial Legislation listed therein. Personally comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act. Monitor, educate and enforce Health & Safety requirements, as applicable.
- Maintain professional qualifications and continued professional development.
- Performs other duties as required.

Job Details

Hours of Work:	Standard work week Monday to Friday from 8:30 a.m. – 4:30 p.m. with a 1 hour unpaid lunch break.		
Direct Reports:	4		
Overtime:	Applicable		
Driver's License	Required: Yes	Class: G	

Education and Experience:

- Post-Secondary Degree or Diploma in Civil Engineering or related field with a designation as a P.Eng or CET. Preference for CET with eligibility to apply for a limited license for municipal engineering work from Professional Engineers Ontario (PEO)
- Minimum of 5 (five) years of practical and progressive design, costing, construction inspection, and approval experience related to municipal infrastructure with progressive

more substantial project management and contract administration skills.

- Strong working knowledge of the principles of personnel supervision, training, and evaluation, in addition to safe work practices.
- Membership in other professional bodies/organizations (OSPE, MEA, etc.) to maintain an active professional network and enhanced knowledge of industry trends.
- Proven ability to coordinate and provide direction, leadership, problem solve, organize, conflict resolution, and technical guidance for the planning, designing and constructing of development works projects.
- Demonstrated ability to prepare technical reports on all aspects of municipal infrastructure development works projects.
- Strong computer skills and knowledge including MS Office Suite, AutoCAD, GIS, and hydraulic computer models
- Ability to work effectively under pressure, with changing priorities, deadlines, and to readily adapt to change.
- Thorough knowledge of the Planning Act and Development Approval process.