

TITLE: MANAGER, DEVELOPMENT ENGINEERING REVIEW

DEPARTMENT: DEVELOPMENT

DIVISION: DEVELOPMENT ENGINEERING REVIEW

PURPOSE OF JOB:

The Manager, Development Engineering Review assists the Director of Development in ensuring that the management and delivery of Divisional services are aligned to achieve Council's Corporate Strategic Plan. This includes responsibilities related to site plan and subdivision development engineering review, construction administration, long range planning, engineering policy and procedure development, project management, development application evaluation and processing, growth management, urban design, and development construction management. The position also provides professional advice and engineering opinions, and prepares reports and memoranda for Council, the public, agencies, and other stakeholders. In doing so, the Manager supports the Director in advancing the objectives of the CAO and Council as outlined in the Corporate Strategic Plan.

The Manager also assists the Director in securing the necessary resources for providing Department service delivery within the approved budget. The Manager assists the Director in administering and enforcing provincial and municipal policies and legislation and provides professional advice and/or evidence before Council and various sub-committees of Council as required.

The Manager, Development Engineering Services is responsible for reviewing and approving the engineering requirements of planning act applications within private lands, and shall oversee the design, construction, inspection and administration of construction works within lands that will remain private and not be assumed by the Town. The Manager will be accountable for ensuring that all connections to existing infrastructure, and maintenance considerations within planning act applications have been reviewed and approved by the applicable Public Works & Engineering Managers. All private development work will require the Manager to arrange for utilizing Engineering Technicians for conducting site inspections. The Manager will be the coordinator of all Engineering comments for development applications as well as for the collection and administration of all construction securities.

REPORTS TO: DIRECTOR, DEVELOPMENT

MAIN RESPONSIBILITIES:

- Direct, coordinate, and manage development reviews including establishing required independent studies, reviewing and commenting on engineering submissions for proposed residential, commercial, institutional and industrial private land developments.
- Review and establish requirements and conditions for draft plan approvals and development agreements.
- Ensure all engineering components of development applications are in compliance with applicable legislation, regulations, codes, policies, standards and bylaws.
- Review, approve and administer all lot grading plans, collection/release of securities, final inspections, and support dispute resolution with residents.
- Administer the construction of private works including conducting inspections in collaboration with Engineering Staff.
- Provide guidance and advice to Management and staff regarding local, Provincial and Federal Standards and Regulations.

- Administration of development and engineering financial fees in and securities including, collecting, and releasing security deposits in collaboration with Engineering recommendations
- Review and approve the clearance of development conditions for private property works.
- Review and contribute to long range corporate wide planning studies, such as the Town's Official Plan, Zoning By-law, and Development Charges Study.
- Review and contributing to updates to the Town of Cobourg Engineering Design Guidelines.
- Respond to engineering related inquiries from internal staff, lower tier and upper tier Municipalities, external customers, and Development related personnel.
- Act as the liaison for all development construction related inquiries and responsible for collaborating with Public Works and Engineering department managers to address questions and concerns.
- Responsible for addressing public complaints related to construction site upkeep including weed and dust control, street sweeping, etc. Arranging for Roads & Sewers Staff to conduct work on behalf of non-compliant contractors and ensuring costs are recovered.
- Coordinate the review/approval of all privately owned proposed stormwater facilities with the GRCA.
- Support the integration of project management tools and digital platforms, including CloudPermit, to enable end-to-end digitization and review of development applications.
- Manage all consulting assignments related to the review of development engineering activities.
- Establish project schedules, critical paths, and milestones for the timely review of engineering portions of development applications.
- Prepare project status reports, dashboards, and metrics to support divisional reporting, Council updates, and inter-departmental coordination.
- Develop and maintain Standard Operating Procedures for all Development Engineering processes, ensuring alignment with the broader Development Division and Public Works & Engineering Division
- Contribute to new policies and processes related to Development standards, fees and charges, etc. that inter-relate with other Town Departments and Divisions to ensure a consistent approach throughout the organization.
- Work in collaboration with the Director, Development and Deputy Director, Engineering to identify long range infrastructure planning objectives and strategies to support development growth and replacement/expansion of existing infrastructure.
- Enhance the Town's sustainability initiatives and integration of such into development guidelines and standards, including those that facilitate the reduction of energy usage, greenhouse gas emissions, wastewater flows and other benefits.
- Prepare and administer an annual operating budget as well as monitoring and controlling expenditures.
- Identify and implement continuous improvement measures and procedures for Development Engineering Services.
- Engage with the public and Council to develop measured, innovative and responsible solutions which are responsive to community needs.
- Chair/conduct public meetings and consultations as the project lead. Respond to public complaints regarding high profile/complex/politically sensitive projects.
- Collaborate and provide expert engineering leadership to other Town departments/divisions and external stakeholders including developers, adjacent municipalities, and regional and provincial government agencies.
- Provide inter-divisional leadership and support to all Staff and promote and foster a culture of innovation, engagement, and respect.
- Prepare reports/recommendations and attend required Council, Committee and other public meetings and events as required, making presentations, and providing advice/guidelines on strategies, legislation and regulatory requirements.
- Provide input and recommendations on department and divisional goals, objectives, policies, and procedures.
- Keep informed on relevant matters and research new and best practices related to land development policies, procedures, and trends.

- Attend seminars, workshops conferences and courses as required.
- The position is also responsible for other duties as required.

SUPERVISION:

Direct: 0 Full time FTE

Indirect: 0 Full time FTE

EDUCATION & EXPERIENCE REQUIRED:

- Successful completion of a relevant post-secondary education in Engineering is required.
- Membership or is eligible for membership with the Professional Engineers of Ontario (PEO) as a Professional Engineer or Limited Engineering License holder is preferred.
- At minimum, must have membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technician (C.Tech).
- A minimum of seven (7) years of directly related engineering experience with progressive responsibility in municipal land development project management and related works.
- Strategic long range infrastructure planning experience with Official Plans, Secondary Plans, comprehensive zoning by-laws, and other planning related studies.
- Thorough knowledge of engineering design and construction standards and principles related to private development works.
- Financial management skills, including budget preparation, monitoring, forecasting, and reporting
- Strong leadership, coaching, and mentoring skills with demonstrated ability to inspire high performance and staff engagement.
- Demonstrated political acuity and ability to work effectively with elected officials, senior management, developers, and the public.
- Ability to build strong partnerships and relationships with the development community, external agencies, and internal stakeholders.
- Knowledge of applicable government legislation related to the responsibilities of the position, including the Occupational Health and Safety Act, Construction Act, Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Planning Act, Development Charges Act, Municipal Act and associated regulations, contract law and other engineering and safety-related legislation and regulations.
- Knowledge of applicable engineering guidelines and standards related to the responsibilities of the position including the Ontario Building Code, Construction Standards Association, Ontario Provincial Standards, Ministry of the Environment, Conservation and Parks (MECP) standards and guidelines, Canadian Highway Bridge Design Code, Transportation Association of Canada Guidelines, Ontario Provincial Standards, civil engineering principles, standards and best practices, design/construction standards and tendering methods.
- Intermediate level computer knowledge and skills in Adobe Acrobat and Microsoft Office Suite (i.e. Outlook, Word, Excel).
- Valid Class G2/G Driver License with a satisfactory drivers record as deemed by the corporation and access to a reliable vehicle for work is required.
- Must obtain a Satisfactory Criminal Record Check upon employment.

WORKING RELATIONSHIPS:

Internal:

- Council - Information is provided to Council regarding active development progress and other special projects on a regular basis.



Job Profile

Manager, Development Engineering Review

Original: April 2024

Revised: March 2026