



Job Posting 26-13

Manager, Development Engineering Review

The Town of Cobourg is seeking a full time Manager, Development Engineering Review!

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 directives in the areas site plan and subdivision development engineering review and 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, and for providing advice and engineering opinions and preparing relevant reports and memoranda to Council, the public, agencies and other stakeholders. The Director in moving forward the relevant objectives of the CAO and Council as reflected 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 Review 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, servicing within the public road allowance, 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.

The successful candidate will possess the following:

- 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.



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- 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.

The wage scale is Grade 8 of the Non-Union salary scale \$104, 033.55 – \$121, 681.41. To review the complete Job Description please visit the Cobourg.ca. Interested applicants should forward a PDF copy of their cover letter and resume in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **April 12, 2026**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.