

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANAGEMENT DIVISION – LOCATION – CITY HALL – 71 MAIN ST. W)

DIRECTOR, DEVELOPMENT ENGINEERING

OVERVIEW

Reporting to the Director of Growth Management and Chief Development Engineer in the Growth Management Division, the Director of Development Engineering leads a multi-disciplinary team responsible for engineering review and approval related to new developments in the city.

The Director of Development Engineering is one of the City's foremost city-builders, responsible for a range of services and functions related to managing and ensuring the city's sustainable growth and development.

The role requires both a strategic, long-term outlook, as well as an ability to meet the demands of a fast-paced environment related to development approvals.

Recommends and implements policies and strategies with respect to ensuring the efficiency of the City's engineering review and approval process and to meet mandated goals and objectives.

Accountable for establishing and achieving Sectional goals and objectives, as established by the Director of Growth Management and Chief Development Engineer, through the effective and efficient use of financial and staff resources.

Uses a "best practices" approach in developing and delivering quality services in a timely and cost-effective manner. Instills a customer service focus within the Development Engineering Section of the Growth Management Division.

Pursues continual improvements to ensure that the City's development engineering review process is timely and efficient.

Evaluates and reports on the Development Engineering Section's service, financial, administrative and staff performance against internal and external benchmarks and key performance indicators. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Acts and behaves to demonstrate a strong leadership and guidance, customer focus, innovation / creativity, team building / team advocacy, staff delegation, empowerment and staff development and are results oriented.

Is a key member of the Growth Management Division Leadership Team, providing strategic direction for the Division as a whole.

RESPONSIBILITIES

Ensure excellence in the quality of new development in the City of Hamilton.

You will assume lead accountability and responsibility for the Development Engineering Section within the Growth Management Division.

Job Description #: 6153

Develop goals and objectives and ensure delivery of engineering review and approval services related to development applications.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Assist the Director of Growth Management and Chief Development Engineer in responding to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Assist the Growth Management Division and the Planning and Economic Development Department in delivering on the City's climate change objectives.

Assist the Growth Management Division and the Planning and Economic Development Department in delivering on the City's objectives with respect to Equity, Diversity and Inclusion.

Provide professional advice, including reports, to Council and its Committees.

Exercise delegated authorities for engineering approvals, as authorized by City Council, the General Manager of Planning and Economic Development, and the Director of Growth Management and Chief Development Engineer.

Ensure cost effective delivery of services and provide regular tracking and reporting on revenues and budgets.

Provide leadership and support to staff, and implement engagement and recognition efforts, within the Development Engineering Section.

The Director is accountable to the Director of Growth Management and Chief Development Engineer for ensuring the engineering review and engineering approvals program is provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton's and Department's Mission, Vision and Values.

Uses a "best practices" approach in developing and delivering quality services in a timely and cost-effective manner.

Promotes teamwork and integration within the Section and with other parties participating in the development review and approval process..

GENERAL DUTIES

Participates in strategic planning and direction of the Division as a member of the Divisional Management Team.

Leads an effective Division management team, providing coaching and advice to subordinate managers/supervisors to optimize performance.

Develop and monitor the annual Capital / Operating Budget for the Section.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Implement customer service improvement initiatives and create a customer-focused culture.

Effectively manage the approved financial and staffing resources of the Section.

Provides professional engineering advice regarding development approvals, including reports, to Council and its Committees, the business community and the public.

Job Description #: 6153

Establish and complete goals and objectives and initiate projects related to engineering reviews and engineering approvals for new development.

Provides expert testimony to support the City's position on planning issues at hearings of the Ontario Land Tribunal.

Attends public meetings and presents the city's position/actions to the public, media and outside government bodies. Participates, and regularly acts as a public and media spokesperson for the work of the Section.

Direct and manage the general administration of the work areas in the Section by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of resources and improve customer service.

Establishes criteria and priorities for annual work program and performance measures. Prepares work schedules, assigns duties to staff, establishes priorities, conducts staff hiring, monitors and evaluates staff performance, disciplines and trains staff, as well as assists in developing staff to their full potential.

Provide strong Corporate leadership by developing strategies to attract and retain more businesses, increase employment opportunities, and financially improve the City's non-residential tax base.

Provide strategic advice and participate on numerous and various Corporate committees including chairing key committees to ensure financial growth, new development and to increase confidence in investment by the business community.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Candidate must be licenced as a Professional Engineer with the Professional Engineers of Ontario or demonstrate equivalent qualifications. Project Management Professional (PMP) certification is an asset.
2. Extensive knowledge in the development engineering review and approval process, corporate strategic planning, managerial principles, and municipal government administration, normally acquired by a University Degree, preferably at a Masters level, in Engineering or a related field, with progressive relevant work experience at a senior management level, in either the private or public sectors, preferably in the Ontario context
3. Knowledge of, and experience implementing, green development standards and climate change mitigation and resiliency measures.
4. Knowledge of, and experience implementing, continuous improvement initiatives including development and tracking of performance metrics.
5. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
6. Highly developed ability to articulate a vision, to lead and inspire others.

Job Description #: 6153

7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills in a predominately unionized environment. Highly developed ability to articulate a vision, to lead and inspire others
8. Demonstrated mediation / dispute resolution and negotiation skills.
9. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment. Knowledge of collective bargaining process.
10. Extensive experience in designing and delivering customer focused programs and services.
11. Proven ability to deal effectively with elected officials, media, other levels of government, management, peers, staff, and the general public.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/division including: Planning Act, Provincial Policy Statement, Municipal Act, Environmental Assessment Act, Safe Drinking Water Act, Ontario Water Resources Act and Environmental Protection Act.
13. Working knowledge of computer software applications including AMANDA, Bluebeam, and MicroSoft platforms.
14. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
15. Must possess strong organizational and time management skills.
16. Possess a high level of personal integrity and is an excellent communicator.
17. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.