

CITY OF HAMILTON

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

DIRECTOR, GROWTH MANAGEMENT AND CHIEF DEVELOPMENT ENGINEER

OVERVIEW

Reporting to the General Manager of Planning and Economic Development, the Director of the Growth Management Division leads a multi-disciplinary team whose work is integral to the growth and development of the city.

The Director of the Growth Management Division 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 and infrastructure approvals.

The Director is also a key member of the Departmental Leadership Team of the Planning and Economic Development Department.

RESPONSIBILITIES

Assumes lead accountability and responsibility for the Growth Management Division.

Works collaboratively to ensure integrated, efficient and effective growth management programs to support the City's strategic vision, and which meets the growing needs of the residents and businesses of the City of Hamilton.

Aligns the City's growth and development with City policies and programs, including playing a significant role in the implementation of the City's climate change action strategy.

The Director is accountable to the General Manager of Planning and Economic Development for the administration and overall management of the following service areas:

- Development Approvals:
 - Engineering Design and Development Approvals

- Infrastructure Planning:
 - Environmental Assessments related to growth
 - Infrastructure Planning and Capital Budgeting
 - Storm Water Management
 - Monitoring of Growth Trends and its Impacts Financially and Operationally Budget

- Staging of Development and Legislative Approvals:
 - Implementation of the Staging of Development
 - Subdivision/Development Agreement Administration
 - Legislative Approvals
 - Employment Land Shovel Ready Initiatives

- Construction:
 - Construction implementation, inspections and commissioning of municipal infrastructure
 - Site Plan Servicing/Lot Grading approval and Acceptance

Develops and implements strategies and programs to ensure coordinated and orderly development of land so the city achieves timely and effective assessment growth.

Recommends specific policies and long-range strategies in the delivery of services to meet mandated goals and objectives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial staff and resources.

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

Instills a customer service focus in the division.

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

Promotes teamwork and integration between units within the division and with other parties participating in cross functional and cross-program initiatives.

The Director is privy to highly confidential and sensitive Corporate information and will be expected to adhere to the highest ethical and professional standards.

GENERAL DUTIES

Monitors the operations and projects within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Builds and encourages staff commitment to strive for a consistently high level of performance in all areas of service delivery recognizing the underlying values of the department and City.

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

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

Oversees the development and monitoring of annual operating and capital budgets.

Develops studies, procedures and programs as assigned by the General Manager.

Provides professional advice regarding development approvals as well as service/program initiatives to senior staff and Council, including through reports to Council and Committees.

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

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides leadership in short and long range planning activities for the division by applying a strategic vision consistent with department and corporate goals.

Acts as a member of the Planning and Economic Development Departmental Leadership Team and, as required, acts as a stand in General Manager on a rotating basis with other members of the Departmental Leadership Team.

Develops strategic direction for desired services including alternative service delivery and continual improvement.

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.

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 and senior level experience in the development approvals process, in either the private or public sectors, preferably in the Ontario context.
3. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, team advocacy, staff delegation, empowerment and staff development, and are results oriented.
4. Knowledge of, and experience implementing, green development standards and climate change mitigation and resiliency measures.
5. Knowledge of, and experience implementing, continuous improvement initiatives including development and tracking of performance metrics.
6. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
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 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.
9. Demonstrated experience in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, development industry and the general public.

11. 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.
12. Highly developed interpersonal and communication skills, with the ability to problem-solve creatively and build effective working relationships with a variety of stakeholders, including various political levels, communities, staff and media.
13. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
14. Working knowledge of computer software applications including AMANDA, Bluebeam, and MicroSoft platforms.
15. Demonstrated knowledge of 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.