



## Job Description

Director of Development Services and Environmental Sustainability

**Position Title:** Director of Development Services and Environmental Sustainability  
**Department:** Development and Environmental Sustainability  
**Reports to:** Chief Administrative Officer  
**Classification:** NU Band 13  
**Evaluation Date:**

### Position Summary:

As an integral strategic partner, and a member of the Strategic Leadership Team, the Director of Development Services and Environment Sustainability leads the Building Services, Planning Services, Bylaw, and Economic Development functions.

### Position Responsibilities:

1. Participate as a member of the Strategic Leadership Team providing input on corporate planning and strategic initiatives; provides advice/opinion/counsel to the CAO in corporate decision-making and on sensitive/controversial issues; leads and/or participates on corporate project teams; champions the corporate mission, values and Strategic Plan among all staff.
2. Oversee the supervision of all staff within the Planning, Building, By-Law, and Economic Development departments, including training and development, team building, performance management, health and safety, discipline, and termination.
3. Foster a team environment by role modeling leadership behaviours, empowering employees, and building team capacity.
4. Make recommendations on the hiring of consultants to assist with/undertake major departmental projects/studies, as required; monitor work and administer/oversee the administration of agreements in accordance with Township policies/procedures.
5. Prepare and present reports/recommendations and attend Council and Committee meetings, Public Meetings, Local Planning Appeal Tribunals, and other Tribunals, community and other public meetings as required to represent the Township.
6. Make presentations and provide advice/guidance on land use planning, building services, by-law enforcement and economic development; as well as significant new or pending legislation and regulatory guidelines.
7. Respond to inquiries from and/or liaises with the development community, internal divisions/departments, other governments/agencies, residents, elected officials, community/citizens', facility users, and special interest groups, the media, etc. on municipal land use planning initiatives, building services programs, by-law enforcement, economic development initiatives, special studies, and corporate initiatives.
8. Provide leadership, coordination, and direction to Managers and leads within portfolio in the preparation of strategic and annual business and work plans, major policies and service level standards. Ensure that appropriate departmental policies and procedures are established and implemented.
9. Monitor the review and evaluation of administrative and service delivery processes within the portfolio. Supervise with a view of ensuring practices are coordinated, appropriate stakeholder consultation occurs, and that practices are contemporary, meet the needs of



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- the Township, and reflect customer service excellence.
10. Assess departmental staffing needs; review and recommend complement changes and organizational structure changes to the Chief Administrative Officer. Play a key role in the attraction, selection, and retention of the best available talent, ensuring continuity in the team through the development of appropriate succession plans in conjunction with Human Resources.
  11. Work with the Township's appointed Chief Building Official to ensure compliance with the Ontario Building Code and Act including implementation of the Township Sewage Re-inspection Program.
  12. Work with the Economic Development Officer to develop, recommend, and monitor economic development strategies, and implementation thereof, in consultation with the Business community, Council, stakeholders, Chief Administrative Officer and Strategic Leadership Team.
  13. Work with the Chief Municipal Law Enforcement Officer to update, develop, recommend and ensure compliance with Township By-laws and regulations.
  14. Work with the Manager of Planning to oversee the research, preparation, updating and implementation of various planning related studies such as Official Plan and Zoning By-law Reviews as well as related planning documents.
  15. Monitor and participate in the review of planning-related documents received from other municipalities, agencies, and Ministries together with the preparation of recommendations if required.
  16. Coordinate in consultation with legal counsel, SLT, and departmental staff the Township's position on Ontario Land Tribunal appeals, Provincial Court, and other tribunals/hearings in relation to departmental matters.
  17. The Director works with Divisional team leaders to prepare budget, works with SLT to present budget and respond to questions, and works with team leaders to monitor budget expenditures.
  18. Undertake special projects and performs other duties as assigned, in accordance with corporate objectives.

#### **Education, Experience and Qualifications:**

1. University degree in Urban and Regional Planning, Environmental Studies, Geography or a related field with emphasis on urban, rural or environmental studies or resource management.
2. 5-7 years of progressively responsible municipal leadership experience in a related field.
3. Professional designation such as Registered Professional Planner (RPP), Certified Engineering Technologist, (CET), etc.
4. Strong knowledge of the Planning Act, Ontario Building Code, the Provincial Offences Act, the Occupational Health and Safety Act, and other related regulations and standards.
5. Thorough knowledge of principles, practices and procedures related to urban, rural and regional planning and zoning administration, including applicable laws and regulations.
6. Proven ability in leadership, strategic thinking, designing or implementing change and achieving performance objectives.



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7. Strong communication, organizational, analytical, interpersonal, teambuilding and coaching skills.
8. A solid understanding of and technical expertise with respect to legislation, regulations, policy and implementation instruments.
9. Proven ability to take initiative and make independent evaluations or recommendations and in achieving performance objectives.
10. Ingenuity, integrity and creativity with strong , writing and problem solving skills.
11. Strong technological proficiency, including experience with GIS.
12. Valid Ontario driver's license. Use own vehicle as required.

### Health & Safety Responsibilities:

1. Comply with the provisions of the Occupational Health and Safety Act and Regulations as it relates to a supervisor and a worker.
2. Comply with Township Health and Safety Policies and Procedures.
3. Take every reasonable precaution to protect themselves and their workers from health and safety hazards and unsafe situations.
4. Ensure that employees receive the required PPE and training in the appropriate practices, policies and procedures necessary to work in a safe manner and to monitor their compliance with corporate health and safety policies.
5. Develop and implement standard operating procedures. Makes recommendations on additional Health and Safety training.
6. Participates in a culture of safety which encourages prevention, reduces errors and safeguards employees and the public from harm.

### Physical Demands:

Sedentary weight lifting requirements: Lifting of up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Involved sitting most of the time, but may involve walking or standing for brief periods of time.

### Working Conditions:

Work is conducted in an office environment with exposure to the public. Requirement to juggle priorities, verbally communicate to clearly exchange information, manage regular interruptions and evolving demands during the course of a working day. Requirement to be productive and work efficiently; regularly required to use a short amount of time to complete a project or task. Perform a wide variety of tasks daily requiring ability to manage multiple projects and make independent decisions, while maintaining a pleasant, professional and positive demeanour. Use of office equipment.

### Hours of Work:

- Normal hours of work are Monday – Friday, days, 37.5 hours per week
- Availability to attend evening and/or weekend meetings or other events as required