



POSITION VACANCY

Call Number:	2023 - 02
Position:	Development Services Supervisor
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	City Hall, 4310 Queen Street, Niagara Falls, Ontario
2022 Salary Range:	\$83,720 - \$104,650
Date Posted:	January 9, 2023
Closing Date:	January 27, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, January 27, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION Municipal Works

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Development Services Supervisor

POSITION SUMMARY: Responsible for supervising all development related applications, studies and construction. Assisting with capital works projects generated by new development expansion.

DIVISION: Engineering - Development

RESPONSIBLE TO: Senior Project Manager - Development

SUPERVISES: Development Technologists (2)

RESPONSIBLE FOR:

1. Responsible for the planning and preparation of development related engineering studies which may include terms of reference and compliance with the Class Environmental Assessment process.
2. Assisting with technical review, planning, scheduling and control of capital works projects generated by new development expansion (sewer, watermain and roads) which includes the engagement and oversight of external consultants and internal staff.
3. Responsible for departmental response to all development related applications (rezoning, severance, variance, subdivision, part lot control, NEC, Commercial Parking Lots, Vacant Land Condominium, Encroachment Agreements, Sign Variance, Sign By-law, Telecommunication) with assistance from Development Services Staff.
4. Responsible for the departmental contributions to the preparation and administration of Subdivision Agreements. This includes the review and addition of conditions of development, approval of cost estimates submitted, verifying cost sharing arrangements for servicing, and the review and approval of all applications for reductions of Letter of Credit submitted by the developer's engineering consultant to ensure that adequate funds are available for outstanding works.
5. Responsible for the review and preparation of legal agreements that result from development related applications that involve internal departments and outside agencies.
6. Complete staffing and budget responsibilities within the Development Services Group, including directing Development Services Staff with

respect to priorities, procedures and practices for all related tasks and activities.

7. Assist with the preparation of the development charges by law & Municipal Engineering Guidelines.
8. Attend pre-consultation meetings to provide recommendations and direction to the Planning department and applicants.
9. Liaise and coordinate development projects with the public, other City Departments, utilities and other government agencies.
10. Assist with project financing involving budget preparation for payment of project costs; (i.e. utility costs, consultant fees, land acquisition, studies etc.).
11. Assist with the development related construction activities and processes, including resolution of all issues that arise during construction and involvement with the monthly preparation of payment certificates.

POSITION REQUIREMENTS: Minimum Education: Three (3) Year College Diploma in Civil Engineering Technology or approved equivalent.

Minimum Professional Designation: Certified Engineering Technologist (C.E.T.) or Certified Engineering Technician (C.Tech) with equivalent experience.

At least three (3) years of experience in municipal engineering with an emphasis on development and design of infrastructure, as well as experience working with various municipal departments, developers, consultants and government agencies and a minimum of six (6) months of supervisory experience.

Revision Date: October 14, 2020