



## Director, Development Services

**Position Type:** Permanent Full-time

**Location:** Port Elgin, Ontario

### Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

### About the Role:

We are seeking a strategic and forward thinking **Director of Development Services** to oversee development and asset management in the Town of Saugeen Shores. As the Director, reporting to the Chief Administrative Officer (CAO), you will provide leadership and direction in the areas of Engineering, Planning, Asset Management and Building Services (including By-law Enforcement) in accordance with various statutory regulations, policies, and procedures for the Town. You will provide strategic vision, leadership and expert guidance to the Town while ensuring short and long-term plans are in place to plan for infrastructure renewal and development and accommodate growth. You thrive on change and lead with passion and purpose, developing an empowered workforce through thoughtful leadership founded on principles of trust, respect, and teamwork.

### Responsibilities:

- As a member of the Senior Leadership Team, champion departmental strategic initiatives and serve as a key strategic advisor to the Chief Administrative Officer and Council.
- Coach and lead the department toward a culture of continuous improvement and advanced model of service delivery including emerging trends to achieve high quality outcomes that are consistent with Saugeen Shores’ values and expectations.
- Provide leadership in the development of departmental plans and master plans that ensure a sustainable growth and development system through planning, engineering and capital investment.
- Ensure direct reports work to support the strategic vision and monitor the department’s overall performance against Council’s approved strategic

objectives, business plans and budget presenting to Council on behalf of the Department.

- Drive sustainable and cost-effective solutions to meet the Town's infrastructure challenges and provide technical leadership in the development and implementation of a preventative (life cycle) maintenance program and capital replacement strategies for municipal infrastructure, facilities, and equipment.
- Oversee the Town's Asset Management Plan and coordinate the process to capture, store and access accurate, up-to-date information related to the Town's assets.
- Participate and ensure up-to-date capital information is provided as part of development proposals to take into account impact on requirements for existing and/or expanded municipal infrastructure.
- Support staff in the provision of professional planning advice and expertise to Council, Senior Management, the general public and the development industry regarding all planning-related issues, including project consultation and issue resolution on policy planning and development review matters.
- Oversee and provide guidance to Building Services and By-Law Enforcement supporting staff working with the Ontario Building Code Act and Code and Municipal By-laws, to facilitate the cohesive administration and application of all applicable regulations.
- Collaborate with other departments to mediate, negotiate and facilitate multiple interests (e.g. neighbourhood, developers, engineering, environmental, etc.).
- Oversee community consultation and communication to receive input on department related projects.
- Liaise with other levels of government and external agencies to stay abreast of changes to regulations, facilitate achievement of common goals and to leverage best practices and funding opportunities.
- Participate as a member of the Emergency Control Group.

#### **What you bring to the role:**

- **Legislative Comprehension:** You have a thorough understanding of municipal systems and applications, including knowledge of the Ontario Municipal Act, Occupational Health and Safety Act, Reg. 239/02 Minimum Maintenance Standards and specific related legislation surrounding planning, building and engineering and asset management regulations.
- **Innovation:** You have demonstrated strength in the creation of comprehensive big picture strategy, a strong ability to foster innovation, develop and communicate strategic direction, goals and objectives.
- **Financial Management:** You have significant financial management experience including the preparation of large and complex multi-year operating and capital budgets, forecasting, expenditure management and the development and implementation of capacity building programs and strategy.
- **Project Management:** You have demonstrated ability to lead complex multi-stakeholder projects, delivering on outcomes on time and on budget with specific experience in asset valuation and estimates process.

- **Change Management:** You have a strong understanding of change management theory and proven ability to lead a change. You anticipate and actively manage the barriers to change and maintain positive direction to achieve desired outcomes.
- **Communication:** You are able to effectively and confidently communicate with others and provide detailed reports that are professional, well researched and suited to the needs of the audience.
- **Conflict Management:** You identify steps to resolve negative conflicts sensibly, fairly and efficiently. You actively minimize negative outcomes of interpersonal conflict and promote positive outcomes of conflict to improve learning and effectiveness.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You challenge the status quo and work proactively to achieve organizational goals rather than waiting for others to lead.
- **Planning and Leadership:** You are forward thinking with a proven ability to lead a diverse department toward an advanced model of service delivery and respond to emerging trends.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Strategic Thinking:** You effectively balance short and long-term planning and actions. You understand, analyze, plan, implement, and assess organizational strategy.

#### **Education/Specialized Training/Skills:**

- Post-secondary degree/diploma in Planning, or Engineering
- Professional Planning, Certified Engineering Technologist (C.E.T.), Certified Building Code Official designation (CBCO), or P.Eng designation is considered an asset with membership in the Ontario Professional Planning Association (OPPI), Ontario Association of Certified Technologists (OACETT), Ontario Building Officials Association (OBOA) or Association of Professional Engineers Ontario (PEO).
- Working knowledge in one or more of the areas of planning, engineering, building code, asset management, and/or capital construction principles.
- A minimum of 8 years' senior management experience in the area of Engineering, Planning, Asset Management, and/or Building Services.
- Knowledge of the Planning Act, Municipal Act, Occupational Health and Safety Act; Professional Engineers Act; Building Code Act; Environmental Protection Act; Environmental Assessment Process; Local Improvement Act; Asset Management Act/Regulation; Highway Traffic Act; Drainage Act; Clean Water Act; Safe Drinking Water Act; Emergency Management and Civil Protection Act and related regulations.



**What we can offer you:**

- Comprehensive extended health and dental benefits for you and your family.
- Enrollment in the OMERS pension plan.
- Generous number of vacation days each year.
- Flexible work arrangement
- Access to an Employee and Family Assistance Program.
- A passion for investing in our workforce through continuous learning and development.

**Salary:** \$131,820.00 to \$149,796.00 based on experience

**Application Process:**

Qualified applicants are invited to apply online at the Town of Saugeen Shores Careers section of our website at [www.saugeenshores.ca](http://www.saugeenshores.ca) by the application deadline. We thank all candidates for their interest; however only those selected for an interview will be contacted.

**Application deadline:** By 4:30 pm on Friday, February 4, 2022

***Effective November 22, 2021: Vaccine Verification***

*As a condition of employment, you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the Town of Saugeen Shores.*

The Town of Saugeen Shores encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process. Any information received relating to accommodation will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.