

MANAGER, DEVELOPMENT AND SUBDIVISION

(Full Time)

The Municipality of North Cowichan (population 31,900) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We invite applications from candidates with the proven skills, qualifications and abilities for the position of Manager, Development and Subdivision. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability with one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!

Reporting to the Director of Development and Environmental Services, this position will be responsible for the planning and organizing of development approvals through the department in accordance with applicable practices, legislation and bylaws. Our ideal candidate will be experienced in building relationships, leading technical teams, and integrating various functions to meet common goals and objectives. In particular, this position requires working closely with our Planning, Engineering, Operations and Parks Departments.

The Manager, Development and Subdivision will have experience in presenting land use objectives to the development community, urban design and other policy solutions that advance the community's current and long term goals and objectives. This position will assist the Approving Officer in the issuance of layout approvals and final approvals pursuant to Land Title Act, Local Government Act and Community Charter. Experience working in local government is an asset. Core responsibilities include:

- Supervise staff in the processing of subdivision and permits related to subdivision and development.
- Sets goals, defines functions of subordinates, appraises staff, approves training, makes recommendations for promotion, discipline and termination of staff.
- Reviews applications for completeness and regulatory compliance.
- Consults and negotiates with professional engineers, architects, lawyers, agencies related to subdivision.
- Approves civil designs related to subdivision for construction.
- Monitors constructed work for approval / rejection.
- Undertakes additional assignments and duties as requested by the Director.

Required Skills, Qualifications, and Abilities:

1. Completion of a post-secondary degree or diploma in civil engineering or a related field.
2. Registered member of the Engineers and Geoscientists of BC or the Association of Applied Science Technologists and Technicians of BC.
3. Minimum 5 years of related knowledge and experience in complex development projects that involve engineering, site servicing, environmental solutions, planning, and municipal works.
4. Minimum of 2 years of progressive leadership with the ability to plan, review and supervise technical professional staff.
5. Knowledge and experience in community planning principles, land use policy and regulations, and urban design.



6. Knowledge and experience with the relevant legislation and processes related to subdivision of land is required.
7. Demonstrated experience with forecasting, tracking and budget oversight.
8. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
9. Thorough knowledge of civil engineering design, standards and practices.
10. Thorough knowledge of civil construction methods and materials.
11. Ability to analyze complex situations and write clear, concise reports that can be understood by a wide range of recipients.
12. Able to interpret technical matters and provide direction.
13. Ability to support and coach technical staff.
14. Ability to represent the Municipality in negotiations with agencies, developers and the public.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

Review of applications received will commence on **April 10, 2023**. You are encouraged to submit your application prior to this date for full consideration, however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

