

**TOWN OF CARLETON PLACE  
JOB DESCRIPTION**

**DATE:** June 2018

**TITLE:** Manager of Development Services

**REPORTS TO:** Chief Administrative Officer

**POSITION SUMMARY:**

Responsible for the overall organization of the Development Services Department, providing planning advice to Council, responding to public inquiries and processing planning applications.

**DUTIES:**

1. Co-ordinates all planning and development activities within the Town. Organizes the effective operation of the Planning functions with other Town Departments, the County of Lanark, developers, agencies, and members of the public.
2. Prepares reports to Committee on planning related applications (with input from Director of Protective Services, Director of Public Works, Engineering Manager, Chief Administrative Officer, Chief Building Official, and Planning consultants, when required). Presents items and implements decisions.
3. Supervises applicable office staff under direct control.
4. Coordinates the development of planning related studies, policies and by-laws for Council's consideration.
5. Provides planning information related to land use planning matters and pertinent legislation to Committee, Council, staff and the general public.
6. Completes site inspections, when necessary, of any property that is the subject of planning applications.
7. Actively encourages appropriate development within the Town by assisting the public and developers with development approvals.
8. With the Chief Building Official, oversees the completion of Compliance reports for zoning and building matters.
9. Prepares the Planning Department's operating and capital budgets and for oversight of same in accordance with the Town's procurement processes.

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10. Represents the Town before the Courts, the Local Planning Advisory Panel and other hearings pertaining to land use development.
11. Administers and enforces the Town's Official Plan, any secondary plans, Development Permit By-law, and subdivision agreements, including the processing of complaints, violations, etc.
12. Meets with the public and developers concerning all planning and development matters and involving the Planning Consultant on complex projects.
13. Prepares Development Agreements with input from Public Works, Chief Administrative Officer, Planning Consultant, if applicable, etc.
14. With the Engineering Manager and IT, ensures the Town's GIS system is appropriately maintained and utilized.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Administrative Officer.

### **POSITION REQUIREMENTS:**

1. University degree in a planning related field.
2. Minimum of five (5) years prior planning experience in a position of similar responsibility, or a suitable combination of education and planning experience.
3. Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute.
4. Detailed knowledge of the Planning Act and other relevant legislation.
5. Detailed knowledge of development procedures and development agreements.
6. The ability to read and interpret construction drawings is essential.
7. Management, supervisory and analytical skills, initiative and the ability to work under pressure.
8. Must have sound working knowledge of computers including MS Office programs. Experience with GIS would be an asset.
9. Work with the public, in a service oriented environment, to transfer technical information to both technical and non-technical people with tact and diplomacy.
10. A valid Ontario Driver's License.

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### SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager you must be familiar with the Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work; and

And:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and
- maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**Working Conditions:** This position will be scheduled to work regular office hours. Attends evening meetings and the occasional requirement to work additional hours to meet peak workload demands. Works in an office environment, meets changing deadlines and requirements with interruptions from the public and staff.

**Physical Skills & Effort:** This position requires intense visual & listening skills, ability to sit for long periods of time, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk and climb stairs, and hand-eye coordination. Physical demands such as lifting and carrying files, reports and drawings will be required.

**Environmental Conditions:** The environment may be busy, noisy. The position requires the frequent use of a computer and other office equipment.

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Mental Demands: The position is required to make decisions to ensure the compliance of the Planning Act, Town policies and by-laws. Directs and supervises the activities of the Planning and Development Department staff. It will be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions.

**APPROVED:**

\_\_\_\_\_  
Department Head

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Employee

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C.A.O.