

City Of Kenora
Development Review Engineer
External Job Posting

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community’s rich heritage, diversity, and natural environment.

DEPARTMENT	Engineering & Infrastructure	HOURS OF WORK	Monday - Friday
CLASSIFICATION	PM-05	SALARY	\$105,664.87

Reporting to the General Manager of Engineering, this position is responsible for the engineering review and approval of development applications to ensure compliance with engineering practices and applicable standards as established by governing agencies. Projects ranging from new subdivision developments to residential single family lot creation will be the responsibility of the Municipal Development Engineer. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism while ensuring confidential information is kept secure.

The Development Review Engineer will:

- Evaluate, review and approve engineering drawings and engineering related reports associated with Official Plan Amendments Zoning Bylaw Amendments, Subdivision Applications, Condominium Applications, Site Plan Applications and other planning related applications.
- Evaluate, approve, and provide engineering terms and conditions for various agreements.
- Review and approve security requirements for development applications and permits.
- Assist with the preparation and administration of development related agreements.
- Collaborate with developers, consultants, and external agencies on planning, design, and construction of development projects.
- Proactively plan and design robust municipal improvements to support future development, promote growth, and enhance infrastructure in Kenora.
- Respond to public inquiries relating to development-related concerns and questions.
- Provide on-site inspection services as required.
- Assist with the administration, review, and amendment of department related Bylaws, standards, and policies.
- Lead engineering design studies to identify development areas and expansion potential within the City of Kenora.
- Review and verify development designs and agreements to ensure adherence to City policy and construction requirements.
- Monitor the progress, inspect as required, and provide interim and final approvals related to development construction.
- Specify municipal infrastructure requirements within easement agreements for development projects.
- Consider the City's preferences and requirements when evaluating alternative technical options for addressing servicing issues.

Qualifications:

- Post-secondary degree in Civil Engineering or related field.
- Registered and licensed as a Professional Engineer in Canada (P. Eng) preferably in the discipline of Civil Engineering. Candidates licensed outside of Ontario will be required to obtain licensure in Ontario through the Professional Engineers of Ontario.
- Five (5) years of development experience in the Municipal Environment and/or with Municipal Infrastructure preferred.
- Minimum two (2) years of contract/project management experience preferably in the management of development projects and/or applications.
- Must possess valid 'G' class driver's license and have access to a reliable vehicle.
- Thorough knowledge of Civil Engineering principles, practices, and methods as applicable to a development setting.
- Thorough knowledge of Total Station and GPS Surveying in addition to Microsoft Office, AutoCAD, Civil 3D and ESRI GIS Software.
- Ability to work independently and in a team environment.
- Knowledge of the *Occupational Health & Safety Act*, the *Planning Act*, the *Safe Drinking Water Act*, and any other applicable legislation.
- Ability to deal with sensitive or confidential matters with tact, discretion, and diplomacy.
- Excellent analytical, problem-solving and decision-making skills.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.

Successful applicants will be subject to criminal and professional reference check. Qualified applicants are invited to submit a current resume using the following link, **no later than 4:30 p.m. February 7th, 2024:**

<https://kenora.bamboohr.com/careers/99?source=aWQ9MjY%3D>



The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.