

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

### **Project Manager - Development & Infrastructure Initiatives**

Permanent, full-time position

Reporting to the Manager of Infrastructure, the Project Manager - Development & Infrastructure Initiatives is responsible for the review of all circulated development applications made under the Planning Act (e.g., site plan, plan of subdivision, re-zoning, severance, etc.). This involves reviewing site plans, grading plans, stormwater management plans, site plan agreements, functional servicing reports, and traffic studies to ensure compliance with relevant County standards, current best practices, future needs, and related regulations.

This position will be required to work closely with municipal Planners, Contractors, Developers, and Engineering Consultants to review impacts to the County's infrastructure. This position is responsible for responding to all development inquiries in a timely manner and overseeing development related construction activity within the County's Road allowance to ensure conformance with development agreements, contract specifications, design drawings, County policies and By-laws, and the management of associated financial securities.

The Project Manager - Development & Infrastructure Initiatives is also responsible for identifying and coordinating longer term network expansion projects related to development as identified in the County's Development Charge Study as well as other Master Plans and studies.

#### **Major Responsibilities:**

- Complete technical reviews of all development applications and proposed *Planning Act* changes as it relates to the County's Road network, infrastructure, and services (i.e., traffic impacts, utility conflicts, stormwater management, waste collection, entrance locations, etc.),
- Assist with updating the County's annual capital budget, asset management plan, development charge study, and transportation master plan as it relates to infrastructure improvements associated with development.
- Review, discuss and negotiate cost sharing agreements for capital improvements related to growth and development.
- Liaise and work collaboratively with member municipalities, conservation authorities, consultants, developers, contractors, elected officials, and other internal and external clients and stakeholders.
- Attend virtual or in-person meetings related to development or infrastructure upgrades.
- Write RFQ's or roster assignments to secure engineering services as per the County's procurement policy.
- Work closely with the County's Traffic and ROW Supervisor to review complex utility project alignments and coordinate large utility installations or replacement projects.
- Perform QA site inspection on construction projects as part of development applications within the County's Road allowance.

- Perform site visits to confirm existing and new conditions, as required.
- Other duties as assigned.

### Education and Qualifications:

- Professional Engineer Licensed in the Province of Ontario with at least four (4) years of experience **or** a registered Certified Engineering technologist (CET) with the Ontario Association of Certified Engineering Technicians & Technologists (OACETT) with at least seven (7) years of experience.
- Considerable experience in municipal engineering and reviewing development applications including stormwater management, traffic impact studies, and functional servicing reports.
- Knowledge and understanding of land-use planning processes in Ontario and related regulations and policies including municipal consent, zoning, site plan applications etc.
- Experience and knowledge of construction and maintenance practices and procedures for transportation assets.
- Knowledge of the *Planning Act*, *Municipal Act*, and *OPS* and relevant engineering guidelines and standards including Transportation Association of Canada Geometric Design Guidelines, Roadside Safety Manual, Ontario Traffic Manual, etc.
- Knowledge of public works administration and methods, and experience in developing policies and procedures, guidelines, best practices, SOPs, etc.
- Strong oral and written communication skills including writing tenders, RFPs, RFQs, proposals, reports, presentations, and the ability to communicate technical information at all levels of the organization.
- Proficiency in the use of computer software including Microsoft Office Suite, AutoCAD, and GIS software.
- Valid Ontario Class “G” license. **An acceptable driver’s abstract must be submitted with your application. Applications submitted without an acceptable driver’s abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Wednesday, September 27, 2023**, to:

Human Resources  
 County of Northumberland  
 555 Courthouse Road  
 Cobourg, ON K9A 5J6  
**Email: [hr@northumberland.ca](mailto:hr@northumberland.ca)**  
 Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.