

CITY OF CORNER BROOK CAREER OPPORTUNITY

DIRECTOR OF COMMUNITY, ENGINEERING, DEVELOPMENT AND PLANNING

The City of Corner Brook is the regional centre for government and services on the west coast of Newfoundland and Labrador. It is located at the head of a beautiful fjord, next to the UNESCO World Heritage site of Gros Morne National Park and the ski resort of Marble Mountain. This community, with a population of nearly 20,000, is home to the pulp and paper industry, a degree granting university campus and a wide base of services and commercial businesses. While offering all the amenities of a larger center, the City of Corner Brook has become known for the quality of life style available to its residents.

We are currently recruiting for the position of Director of Community, Engineering, Development and Planning, requiring an individual who can work effectively with elected officials and all levels of city staff, as well as with members of the community. We are looking to add to our dynamic team within City Hall to lead our community as we embark on an exciting and challenging journey of changes.

CAREER OPPORTUNITY

The City of Corner Brook is currently accepting applications for the position of **Director of Community, Engineering, Development and Planning**. This position will report directly to the City Manager of the City of Corner Brook and is responsible for overseeing the departmental delivery of community development, building inspection, municipal planning, engineering, recreation, sustainable development, economic development and the operation of the Corner Brook Civic Centre. The Director is responsible for the statutory duties of the City Engineer and has overall responsibility for the planning, organization, control, and direction of issues of the department.

Reporting to the City Manager, the Director of Community, Engineering, Development and Planning will be responsible to ensure the overall management and administration of the Department of Community, Engineering, Development and Planning Services is effective and efficient. This will be achieved through providing leadership, direction, and supervision to the department senior staff ensuring that all policies and directives from Council are followed and implemented. The Director will be responsible for maintaining clear guidelines and constant communication within all divisions of the department and resolve any issues promptly. This position is responsible for the overall budget control of the department and the performance management, recruitment, selection and promotion of departmental staff. (a copy of the full job description is available on the City of Corner Brook's web site at [**www.cornerbrook.com/jobs**](http://www.cornerbrook.com/jobs)).

- **Qualifications:** The successful candidate must have a minimum of an undergraduate degree in Engineering from a recognized post-secondary institution, have a professional Engineering designation (P.Eng.) and be eligible for registration in Newfoundland and Labrador. Must have at least seven (7) years of progressively advancing management experience preferably in a municipal or union environment. The ideal candidate will have considerable knowledge

and experience in the field of municipal governance, preferably in the areas of community service, community development and municipal planning

SALARY RANGE: \$80,789.31 - \$107,718.68 (2017)
CLASSIFICATION: Management (Director)
CLOSING DATE: May 19, 2017
COMPETITION NO: 2017-20

Please submit résumés **giving complete details of qualifications** on or before by **4:30p.m, Friday, May 19, 2017** and forward to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax 709-637-1627; E-mail hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted

POSITION PROFILE

Director of Community, Engineering, Development and Planning Services: City of Corner Brook

Position Overview

As a member of the senior management team, the Director of Community, Engineering, Development and Planning Services reports to the City Manager, and is responsible for overseeing the departmental delivery of community development, building inspection, municipal planning, engineering, capital planning, recreation, sustainable development, economic development and the operation of the civic centre. The Director is responsible for the statutory duties of the City Engineer and has overall responsibility for the planning, organization, control, and direction of the department.

Responsibilities

- Reporting to the City Manager, ensuring that the overall management and administration of the Department is carried out in the most effective and efficient manner.
- As part of the senior management team, contributing to the overall management and direction of the municipality.
- Ensuring that the department is contributing to the provision of information and professional advice required by Council.
- Providing leadership, direction, and supervision to the departmental staff.
- Responsible for the overall human resource management of all departmental staff including but not limited to recruitment, performance evaluation, employee advancement/discipline, grievance administration and, where required by the City Manager, contract negotiation.
- Meet regularly with the Manager of Engineering Services and receive updates and provide direction on all engineering related projects including but not limited to current capital works projects, public tendering, IMSP, asset management and long term capital planning.

- Meet regularly with the Manager of Development and Planning Services to receive updates and provide direction on all current development initiatives on file with the City, IMSP, and all current/long term municipal planning issues.
- Meet regularly with the Manager of Community Services to receive updates and provide direction on all sustainable development initiatives of the City, all economic development projects and activities and all recreation related activities and initiatives of the City including the operations of the Civic Centre.
- Review on an annual basis or as required, all departmental policies, directives and regulations and ensure that they are in compliance with all required standards, and are followed and implemented by staff.
- Prepare revisions to existing departmental policy and/or draft new policy for Council consideration/approval.
- Coordinate the development, implementation and monitoring of the Departmental Operational Plan in conjunction with senior staff of the Department.
- Ensure any potential or pending changes to provincial and federal legislation, policies and procedures that might affect or impact the City of Corner Brook are monitored, assessed and reported to the City Manager and Council as appropriate.
- Ensure that all departmental related items for council and/or committee meetings are prepared and circulated in a timely manner as required by Council.
- Act as an advisor to the City Manager, and to Council as a whole, on all matters related to the department.
- Attend all applicable Committee and Council meetings and provide the City Manager with regular updates and reports on the status of departmental activities and progress.
- Coordinate the preparation of the annual department budget and capital works budgets in conjunction with the Director of Finance and Administration.
- Control departmental spending within an approved budget.
- Ensure that all departmental assets are managed in the most effective and efficient manner possible.

- Ensure that there is an appropriate and prompt response to all City of Corner Brook resident inquiries and complaints regarding the department and its related services.
- Ensure that the economic development initiatives and services of the City are provided in a manner consistent with the desired direction and policy of Council.
- Ensure that the City's environmental programs and policies are consistent with sound sustainable development practices, with a focus on key areas such as solid waste management, waste water collection/treatment, water conservation and environmental education.
- Ensure that the City's recreational programs and services are based on community need and market potential and any applicable user fee structures are within compliance with City policy.
- Responsible for the overall management of the city's capital programs.
- Establish and monitor performance measures for department, implement appropriate changes to address any deficiencies in consultation with the members of the management team.
- Liaise with all levels of government, community members, and other stakeholders with regard to direction and delivery of departmental services.
- Ensure that all departmental staff are appropriately recruited, trained, and appraised and that all human resources management issues and concerns are addressed in a timely and procedurally correct manner.
- Ensure all subdivision and development applications are processed in compliance with departmental policy and procedure.
- Performs other related duties and responsibilities as requested by the City Manager.

Key Success Factors

- Must have either a Masters degree or an undergraduate degree in Engineering
- Must have a professional Engineering designation (P.Eng.) and be eligible for registration in Newfoundland and Labrador.
- Must have between seven (7) to ten (10) years of progressively advancing management experience preferably in a municipal or union environment

- Must have exceptional conflict management, negotiation, decision making, leadership, analytical, planning, organizational, coaching, as well as oral and written communication skills
- Must be able to work effectively with elected officials, unionized and exempt staff, as well as community members
- Must have an understanding of all areas of responsibility within the Department
- Must have experience in human resources management and budgeting
- Must have a good understanding of all key municipal, provincial, and federal legislative and regulatory requirements that apply to the Department of Engineering and Community Services and be able to ensure all legal and regulatory requirements are met
- Excellent ability to multi-task and manage complex administrative and project management processes
- Excellent ability to professionally represent the City and the community
- Flexible, committed, and enthusiastic
- Able to work irregular hours and to travel
- Must be bondable
- Must have a valid Newfoundland and Labrador Drivers License

Additional Considerations

- Incumbent will be expected to enter into an employment contract
- Normal City work hours are 8:30 to 4:30 Monday to Friday
- Incumbent expected to attend various meetings and functions outside of regular work hours without additional compensation