

	Title: Development Engineering Team Lead	Date: Sep 2023
	Department: Engineering, Parks & Environment	
	Classification: Inside	Pay Grade: 30
	Date Signed Off by the Union:	

Nature and Scope of Work

This is technical regulatory work at a working supervisor level in the Engineering Services Division to ensure compliance with applicable codes, standards, regulations, bylaws and municipal guidelines. An incumbent of this class is responsible for leading, planning, assigning, reviewing, and participating in the work of one or more technical subordinates engaged in duties related to design reviews for subdivision and development applications, and providing technical advice, assistance, or decisions to assist with the unusual, problematic and complex files. In addition, the incumbent assists a superior in reviewing development application engineering requirements and standards, and in recommending amendments to regulations and the development review process. Considerable independence of judgement and action is exercised in the interpretation and enforcement of the bylaws and in the supervisory and technical aspects of the work, discussing unusual, controversial and policy matters with a superior who reviews performance in terms of adherence to department policy and accomplishment of objectives.

Illustrative Examples of Work

Leads, plans, assigns, and coordinates the day-to-day activities of the Development Engineering Group; monitors, reviews, and participates in the work of one or more technical subordinates engaged in design reviews for subdivision and development applications and related duties to ensure compliance with established guidelines, applicable bylaws, regulations and other municipal requirements; trains, mentors, provides technical advice and guidance, and assists staff with the more complex and difficult files.

In conjunction with a superior, participates in inter-departmental meetings with City planners to assist with the review of development application engineering requirements and standards; assesses and provides feedback on various programs to streamline the development review process in accordance with City bylaws and policies; identifies off-site engineering servicing requirements; reviews sub-division/rezoning approvals as required; and recommends amendments to regulations and processes to reflect best and current practices.

Communicates technical information and advice to developers, engineers, contractors, utility companies, surveyors, the public and various other internal and external

stakeholders; explains and interprets municipal requirements, policies, procedures, proposals, bylaws, and related matters.

Assists in the administration of municipal construction contracts including preparation of contract documents, inspects and monitors construction of works.

Reviews and provides comments on construction drawings, plans and studies for technical accuracy and conformance to municipal bylaws and specifications, such as the Master Municipal Construction Document (MMCD), and the City's Design Criteria Manual.

Prepares and maintains a variety of materials such as records, technical and status reports, correspondence, and project specifications.

Prepares cost estimates for municipal works and services, provides information related to the preparation of annual budgets and maintains current unit cost information for municipal works and services.

Assists in planning of the capital improvement program and development cost charge program for infrastructure additions, improvements and replacement.

Performs analysis of City infrastructure systems and recommends improvements to transportation, water and storm and sanitary sewer utility systems.

Performs related work as required.

Required Knowledge, Abilities and Skills

Thorough knowledge of the rules, regulations, policies, standards, bylaws, and requirements governing the work performed.

Considerable knowledge of the functions, and responsibilities of those operating in the areas of municipal engineering and essential services operations.

Considerable knowledge of municipal design and engineering standards and mathematics applicable to the work performed.

Sound knowledge of the applicable provisions of the Local Government Act, Community Charter and the Land Titles Act.

Ability to plan, assign, supervise, and review the work of subordinates and provide guidance, advice, and training to staff within the Department.

Ability to interpret and apply the provisions of applicable bylaws and other relevant requirements in processing applications.

Ability to read and interpret engineering drawings and plans, and to identify, collect, and analyze relevant information and data from appropriate sources.

Ability to prepare and maintain records and correspondence, including reports specifying facts, findings, conclusions, and/or recommendations that enforce regulations and codes with fairness, impartiality and tact.

Ability to establish and maintain effective working relationships with other employees, consultants, other government agencies and members of the general public with tact and diplomacy, and to provide assistance, advice, and information on matters related to the work.

Ability to participate in the development of policies, procedures and bylaws.

Ability to prepare specifications, cost estimates, engineering data and statistics.

Ability to communicate effectively verbally and in writing.

Desirable Training and Experience

Completion of a Diploma in Engineering Technology from a recognized post-secondary institution, plus considerable related experience in development engineering, preferably including some supervisory experience; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

Valid Class 5 Driver's Licence for the Province of British Columbia.

Registration or eligible to be registered as an Applied Science Technologist and Technicians Association of BC (ASTTBC) in the Province of British Columbia.