

Manager, Land Development

Department:	Land Development
Reports to:	Director, Land Development

Position Overview

Responsible for overseeing land development projects from a municipal and third party approval standpoint for land rezonings, OCP amendments and subdivisions. Specifically provide guidance and leadership as it relates to site due diligence for site acquisitions, development budgeting, and management of projects approval processes.

Key Responsibilities

- Manage land rezoning and subdivision process including all municipal and third party approvals, including retention of required consultants and coordination of all required documents and drawings to obtain approvals
- Prepare development concepts and estimates, review zoning and subdivision bylaws, legal encumbrances, design guidelines and other regulations that will affect the land and approvals process
- Visit prospective land opportunities to assess existing conditions, prepare a comprehensive condition assessment report, and identify any site-specific extraordinary costs.
- Review land due diligence packages including geotechnical and environmental reports and create site development budgets and development timing
- Work with the Construction Project Managers to deliver significant site preparation and servicing work
- Establish and maintain relationships with consultants, approving authorities and contractors
- Audit drawings, specifications and construction estimates to ensure alignment, catch mistakes or omissions and provide alternates for cost savings

- Perform quality assurance reviews of all cost to complete budgets during construction, ensuring budgets accurately reflect the latest drawings, specifications, site conditions and development/construction schedule

Desired Skills and Experience

- Post-secondary education in a related discipline, preferably municipal engineering related or construction curricula
- Experience in pre-development/pre-construction, project management, estimating, budgeting, cost analysis, value engineering, cost control, contract administration, and scheduling
- Experience in working with municipal departments for rezoning, and subdivision/servicing agreement applications
- Minimum of 5 years' experience in Municipal Engineering, Development Management, or Project Management
- Knowledge, understanding and interpretation of Municipal Bylaws and servicing design concepts
- Experience with on and off site servicing, land due diligence review, and managing tasks on multiple, concurrent projects
- General understanding of the Contaminated Site Regulations, an asset
- General understanding of fish habitat regulations and the Riparian Area Regulations, an asset
- General understanding of development legal documents, such as rights of way, easements and restrictive covenants, an asset
- Can function in a fast pace multi task environment
- Self-motivator and takes on new initiatives
- Excellent communication skills, combined with proven presentation experience within a senior level management group
- A track record of establishing highly functional relationships with diverse personalities both within and outside the company
- Proficient in Excel, Word and Outlook as well as preferred knowledge of Timberline and MS Project

How to Apply:

Please submit an application at this [link](#). While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.