



# PERMANENT FULL-TIME MANAGER, SUBDIVISION/DEPUTY APPROVING OFFICER

(Competition 20-08)

## Position Overview

Due to the promotion of the previous incumbent, the City of Nanaimo is seeking a permanent full-time Manager, Subdivision/Deputy Approving Officer. Reporting to the Director, Development Approvals, the Manager, Subdivision/Deputy Approving Officer is responsible for the planning, organizing, direction and control of the Subdivision section of the Development Approvals Department. The incumbent will represent the City in regards to subdivision requirements associated with land development proposals.

This role is responsible for the administration of the City's Subdivision Control Bylaw and associated policies and regulations, including keeping the Bylaw and guidelines current with priorities set by Council and the community.

## Qualifications

Applicants must have a University Degree in Civil Engineering or Planning or a related field. A minimum of 5 years' related experience in subdivision design, approval, assessment, engineering, and municipal infrastructure associated with land development, including a minimum of 3 years in a management or supervisory role. An equivalent combination of education and experience may be considered.

Membership or eligibility in an association such as ASTTBC, the Association of Professional Engineers, or P.I.B.C. is required. Applicants must possess a valid Class 5 BC Driver's Licence and a satisfactory Criminal Record Check.

## Additional Information

This is an excluded position and a competitive salary and comprehensive benefit package is included.

To apply for this opportunity, please submit a resume and cover letter to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 20-08 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at [www.nanaimo.ca](http://www.nanaimo.ca).

## Discover What's Possible

The City of Nanaimo is a rapidly growing community with a population of approximately 98,000. Nestled between the mountains and the ocean, on the east coast of Vancouver Island, we are centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

### Posting Date

Friday, January 17, 2020

### Application Deadline

Friday, February 7, 2020  
4:30 p.m.

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406  
Fax: (250) 755-4449

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.