

Manager of Development Services

The Town of Oliver, known as Canada's Wine Capital, is home to 5,094 residents located between Osoyoos and Penticton, is currently recruiting for a permanent full-time Manager of Development Services. The incumbent has the overall responsibility for long-term planning, current planning, building inspection, bylaw enforcement, subdivision and community development for the Town. The position acts as Approving Officer in accordance with the statutory authority assigned through the *Land Title Act*. The incumbent also fully participates as part of the Senior Management Team to promote strategic thought and action in the organization to ensure a coordinated effort in the delivery of services.

Key Job Duties/Functions

General:

- Manages the Municipality's planning, licensing, building permitting and inspection services, and bylaw service functions.
- Provide advice on and interpret Town of Oliver bylaws, departmental policies and procedures, provincial statutes and regulations, for staff, the public, and government agencies.
- Provides information to Council, Chief Administrative Officer and staff on matters of interest to the Town, within the responsibility of the Development Services Department.
- Ensures the effective application of Municipal policies, bylaws, applicable legislation and professional best practices pertaining to the work of the Department.
- Administration of all land use and development functions including community planning, development processing, variance and bylaw amendment processing.
- Attend Council and Committee meetings, public hearings, public meetings and make recommendations, as required.
- Prepare and present reports and studies on planning issues to Council and its Committees and provincial agencies as requested.
- Prepares the budget for the Development Services Department and works with the Chief Financial Officer in the preparation of the overall Departmental budget.
- Performs other duties as assigned by the Chief Administrative Officer.

Planning:

- Responsible for all land use planning and development functions.
- Develops, reviews and updates the Official Community Plan, regulatory bylaws and policies.
- Implementation of Official Community Plan, DCC Bylaw, Zoning Bylaw, long-range planning projects and other related development issues.
- Research and prepare planning reports on development applications.
- Reviews and processes documentation submitted in support of re-zoning, Development Permit, Temporary Use Permit, Development Variance Permit and subdivision applications.
- Reviews building permit applications for compliance with subdivision and/or zoning regulations, procedures, Official Community Plan policies, development permit guidelines and other applicable bylaws and policies.
- Oversee and coordinate proposed subdivision projects with external agencies and consider the recommendations from the Director of Operations in the review and approval process.



- Manages referrals to stakeholders related to planning applications.
- Consults and negotiates with professional engineers, architects, engineering associates and other staff and agencies, to ensure that subdivision development complies with relevant legislation, bylaws and various policies and procedures.
- Works with property owners, consultants, contractors, and developers to resolve issues on complex or challenging development proposals and agreements.
- Conducts research and analysis related to residential, commercial, recreational, environmental and social planning issues.
- Responds to enquiries from internal staff and external agencies and the public on land use and development matters.
- Assist technical and clerical staff in the preparation of planning reports, studies and projects.

Regulatory:

- Directs building permitting and inspection services including managing/supervising the Building Official.
- Directs bylaw services, including managing Bylaw Officers and responding to and addressing any bylaw enforcement disputes and appeals.
- Manages business licensing services.

Required Qualifications

- University degree in land-use planning, or related field.
- Master's degree in planning is an asset.
- A minimum of five years' professional planning experience, including executive leadership roles in a unionized local government setting.
- Education related to building inspection and bylaw enforcement is an asset.

Required Knowledge, Abilities and Skills

- Fully conversant with development legislation, policies and regulatory and financial requirements.
- Comfortable and effective in engaging with a public audience and understands the diplomacy necessary for working closely with Council.
- Thorough knowledge of subdivision, land use planning, rezoning regulations and procedures, and environmental issues associated with land development.
- Strong written and oral communication skills.
- Considerable knowledge of policies and procedures, and bylaws related to planning, building and bylaw enforcement.
- Strong working knowledge of BC Legislation, regulations, legal frameworks and procedures that regulate planning and development.
- PIBC, and or CIP membership, or eligibility for membership is required.
- Demonstration of superior facilitation, problem solving, and project management will be an asset.

Required Licences

- Valid Class 5 B.C. Driver's License.



Compensation

The salary range for this position is between \$100,000 - \$125,000 depending on relevant experience and credentials.

Resumes will be assessed as they are received and the position will remain open until filled.

Town of Oliver
6150 Main Street, Oliver, BC V0H 1T0
Email: careers@oliver.ca

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.

