



CITY OF ESTEVAN



Land Development Manager

The City of Estevan is searching for a talented senior level Manager who can provide superior customer service, adapt quickly to a challenge, and wants to be part of a growing community.

Position Title: Land Development Manager

Reports To: City Manager

Business Division: Land Development Services

Summary: The successful applicant will lead, manage, supervise and co-ordinate all Land Development Services Division of the City of Estevan. The Land Development Manager will focus on the following duties:

- Manages, Supervises and co-ordinates Land Development Services.
- Administers the Development Plan & Zoning Bylaw.
- Researches and prepares bylaws, policies, plans and regulatory proposals for Land Planning and Development activities.
- Delivery and maintenance of urban planning programs and services such as:
 - Current Planning practices
 - Processing and issuing of property/zoning compliance certificates
 - Coordinating the planning and design of City initiated land developments
- Manages City land sales.
- Responds to requests for information and investigates complaints and/or bylaw infractions.
- Responsible for preparation and negotiation of development and service agreements, designs and concept plans.
- Responsible for the enforcement of the land use bylaws, development permit conditions and servicing agreements.
- Assists the public and associate staff members with Business Division records, bylaws, policies and procedures.
- Responsible for the overview of development permit, rezoning and subdivision process.
- Assists in developing and implementing Community Economic Development and Tourism/Marketing strategies for the City.
- Acts as liaison with Federal, Provincial and Local Government Officials, City Solicitor, Consultants, Customers and Members of Boards and Committees.

- Participates in the appointment, training, appraisal, promotion, demotion, transfer or dismissal of staff.
- Attend meetings of Council and Council Committees as assigned and participates in the exchange of information and providing guidance and advice.
- Drafts correspondence resulting from decisions of Council.
- Provides advice on Building upgrades.
- Acts as Secretary to the Estevan Development Appeals Board.
- Other duties as assigned

REQUIRED EDUCATION & TRAINING

- University Degree in Urban Planning recognized by the Canadian Institute of Planners.
- Membership or eligibility for membership into the Canadian Institute of Planners
- Proficiency in Microsoft Office
- Proficiency in AutoCAD Map 3D
- Valid Class 5 Driver's License

EXPERIENCE AND ADDITIONAL REQUIREMENTS

- Five (5) years Municipal Experience
- Five (5) years Project Management Experience
- Experience in Subdivision design preferred
- Training with AutoCAD Civil 3D would be an asset
- Superior leadership, interpersonal and organizational abilities
- Superior oral and written communication skills

APPLICATION DEADLINE

This position will remain open until a suitable candidate is found.

The City of Estevan offers a competitive salary and an outstanding benefits package.

For further information, please contact:

Sheryl March, Human Resources Generalist
1102-4th Street
Estevan, SK S4A 0W7
Ph: (306) 634-1841
F: (306) 634-9790
apply@estevan.ca

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