

City of Castlegar  
POSITION DESCRIPTION

POSITION TITLE <b>DIRECTOR OF CIVIC WORKS &amp; DEVELOPMENT SERVICES (DCWDS)</b>	DATE  JULY 2019
DEPARTMENT  CIVIC WORKS & DEVELOPMENT SERVICES	REPORTS TO:  CHIEF ADMINISTRATIVE OFFICER

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**SUMMARY:**

The Director of Civic Works and Development Services performs highly skilled professional planning work of a complex nature and is also responsible for the operations of the Engineering, Civic Works and Utilities functions. The work will involve applying specialized knowledge for both the Civic Works and Development Services Departments including asset management, the design, preparation and completion of both long and short range planning projects which will include development applications, subdivision applications, sector plans and neighbourhood plans. This position may require acting as part of a planning team including community plan amendments, zoning reviews or comprehensive neighbourhood redevelopment planning studies. The position also involves both inside and outside work with the inspection of development sites. The responsibilities include supervision of all personnel in the Departments and performing all duties and responsibilities of the City's Approving Officer. The incumbent is responsible for protecting the confidentiality of many planning matters and for exercising care, accuracy and attention to many conflicting interests and objectives when preparing reports, projects, policies and plans, and when researching and assessing development proposals and capital projects.

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**DUTIES AND RESPONSIBILITIES:**

- Performs research related to infrastructure, land use, zoning, subdivision design control, economics, population, transportation, urban renewal, parks development, recreation, public services, utilities, environmental and social matters;
- Assembles and analyzes data and prepares background reports for use in formulating sector, comprehensive development and neighbourhood plans and infrastructure renewal and development and capital works program.
- Develops and monitors budgets for the Civic Works and Development Services departments.
- Facilitates and organizes public hearings, public consultation and any other public events related to Civic Works or Development Services.
- Prepares draft reports or by-laws, as directed for Council consideration, to implement civic works and planning policy.
- Provides information, explains policy and interprets related by-laws to builders,

developers, government agencies, developers' consultants and the public and maintains liaison with various internal and external departments, agencies and groups concerning long range municipal development policy, land use control, capital projects, asset management and operations.

- Organizes, directs and coordinates the work of his subordinates at Civic Works, directly supervises, assigns and directs the work of all personnel in the Development Services Department including but not limited to the Building Official /Inspector(s), Planning/GIS Technician(s) and Planner.
- Attends internal and external meetings, acting as a city representative in a professional planning capacity, analyzes and advises on trends and developments; receives public and other professional input; explains City policies and prepares related summaries, reports and correspondence.
- Researches, develops, recommends, and applies innovative methodologies and techniques to address all civic works and planning policy issues, and ensure cost effective implementation of civic works projects, planning proposals and processes.
- Prepares clear, concise reports to senior administration and to Council related to recommendations on civic works, capital projects, operations, infrastructure renewal, planning policy, approval of plans, etc.
- Hires, fires, evaluates, promotes, demotes, suspends, lays-off, trains and disciplines employees within his/her departments and in accordance with established policies and procedures of the City.
- Investigates and acts upon complaints from the Public.
- Is the City's Approving Officer.
- Acts as land agent for the City.
- Performs other related duties as required.

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## **EDUCATION, KNOWLEDGE AND SKILLS:**

### **ESSENTIAL:**

<b>Education:</b>	Degree or Technical Diploma in Planning, Engineering or related education in the field of Civic Works and/or Urban Planning.
<b>Experience:</b>	Several years of progressively responsible experience dealing with all aspects of civic works and municipal planning, with demonstrated experience in long range planning and policy, and citizen participation. Proven experience and education in the role of Approving Officer.
<b>Licences/Certificates</b>	Class 5, BC drivers' license
<b>Specific Skills</b>	Thorough knowledge of the principles, practices, methods,

techniques and objectives of urban planning and civic works operations and capital programs.

Exceptionally strong oral and written communication skills.

Strong negotiation skills.

Thorough knowledge and experience in the principles and practice of public participation.

Thorough knowledge of the legislation governing Planning in British Columbia.

Thorough knowledge of Asset Management policies, best practices and financial planning.

Ability to develop planning policy, draft bylaws and regulations,

Thorough understanding of long range planning and strategic planning concepts.

Considerable knowledge of economics, municipal finances and sociology as applied to urban planning and civic works operations.

Considerable knowledge of research methods, statistical techniques and of trends and developments in urban planning, and ability to keep abreast of technical changes.

Ability to establish and maintain effective working relationships with other employees, professionals and the public; and to transmit clearly the principles and requirements of sound planning and development and to express ideas effectively orally and in written or graphic form.

Ability to assess the impact of development upon the municipality and assess development in the context of existing by-laws and City policy.

Ability to assess social implications of proposed projects and developments.

Ability to assign, review and direct the work of planning and civic work teams, and support technical staff as required.

Ability to exercise considerable courtesy, tact, diplomacy and persuasion in a diversity of internal and external contacts that are frequently of a difficult, specialized and sensitive nature.

Ability to design and prepare concise written reports.

Ability to maintain records and data source information manually and electronically.

**DESIRABLE:**

**Education:**

University graduation in Urban Planning or a related discipline, plus several years' experience in a planning capacity, or an equivalent combination of training and experience.

**Experience:**

Masters Degree in Urban Planning

Minimum of 7 years directly related Planning and Civic

**Licences/Certificates:**

Works experience. A combination of public and private experience is an asset.  
Registered Professional Planner (RPP) and a certified member in good standing with the Canadian Institute of Planners and/or the Planning Institute of BC.

**Specific Skills**

**Special requirements:**

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