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| **Job title:** Planning, Development, and Infrastructure Coordinator |
| **Work Location:** Town of Pouch Cove |
| **Division/Department:** Administration |
| **Reports to:** Chief Administrative Officer |
| **◼ Full-time****🞏 Part-time** | **🞏 Union****◼ Nonunion** |
| The Town of Pouch Cove’s (the Town) vision is “A Community Built for Everyone”. The role of the Town is to build a community for everyone by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit. |
| **Essential Duties and Responsibilities**Reporting to the Town’s Chief Administrative Officer, the Planning and Development Officer’s duties and responsibilities include but not limited to two broad areas:1. **Development**
* Processing development permits and other related documents in accordance with acceptable and established practices and planning and development procedures.
* Enforcing compliance with the Town’s regulations and Municipal Plan.
* Responding to development inquiries.
* Assisting the CAO administer the Town’s expropriation process.
* Preparing reports and making recommendations to CAO and Council regarding approval, denial or amendment to development applications.
* Providing a public consultation process as required by provincial and/or municipal authorities for discretionary applications.
* Providing professional advice and direction to CAO and Council relating to development regulations.
* Knowledge of applicable municipal, provincial, and federal codes, regulations and laws applicable to planning and development administration.
1. **Planning**
* Ensuring compliance with all relevant by-laws and codes through the maintenance of effective by-law enforcement and building inspection procedures.
* Liaising with the Town’s planning consultant, the public and various agencies.
* Using the Town’s planning consultant to interpret regulations pertaining to specific development applications.
* Working with Council and the Town’s planning consultant to ensure development and maintenance of the Town’s Municipal Plan.
* Providing expertise and knowledge of the Town Plan to the CAO and other staff.
* Making recommendations for changes to the Town Plan as necessary.
1. **Infrastructure**
* Provides strategic and operational oversight of all infrastructure and public works operations

inclusive of outside operations, water and sewer services, snow clearing and ice controloperations, roads maintenance, animal control, garbage collection, undergroundinfrastructure, the town's water supply, and other critical areas of infrastructure and publicworks.* Oversees the operational, day to day supervision provided by the Lead Hand;
* Provides reports and recommendations to the CAO and the IPW Committee in relation to all

areas of departmental responsibility.* Prepares the departmental budget and works with the CAO to ensure that all expenditures

related to the department are within budget and reports any concerns, additionalexpenditures, emergency needs or projected overruns.* Evaluates and oversees all outside service contracts awarded by the Town.
* Follows all Town policies, procedures, and contracts, ensuring departmental alignment

regarding workplace health and safety, human resources requirements, procurementand collective agreement adherence, and in relation to other organizational requirements.* Maintains accurate records and files related to all areas of responsibility.
* Provides appropriate control of inventory and maintenance of equipment, tools, vehicles,

and supplies related to outside operations and public works; ensures effective assetmanagement.* Represents the town on various internal (i.e. labor management, department head, staff

meetings) and external committees with provincial and local governments and othergroups relating to outside operations; ensures effective and productive relationships withall external parties related to partnerships and funding. |
| **Education and/or Work Experience Requirements:*** Post secondary education in the areas of development, planning or a related field.
* Minimum 3 years’ experience in a fast paced, deadline-oriented work environment where the provision of excellent service to the public was considered top priority;
* Proficiency in GIS mapping;
* Demonstrated exceptional work ethic, can-do attitude, the desire to learn and be part of a team;
* Valid class 5 Driver’s License;
* Ability to work independently and as part of a team;
* Strong interpersonal skills and the ability to build relationships;
* Ability to maintain confidentiality of highly sensitive information; and
* Experience in a municipal work environment is preferred.
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| **Approved by**: **Date:** |
| **Incumbent Signature:** **Date:** |

Disclaimer: This position description is not designed to cover or contain a comprehensive listing of

All activities, duties, or responsibilities of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.