



Town of  
Portugal Cove-St. Philip's

## Employment Opportunity

<b><u>Position Title:</u></b>	<b>Director of Planning &amp; Development</b>
<b><u>Salary Classification:</u></b>	<b>Employment Contract, Non-Union</b>
<b><u>Departments:</u></b>	<b>Planning &amp; Development</b>
<b><u>Status:</u></b>	<b>Senior Management</b>

---

The Town of Portugal Cove – St. Philip's is seeking an outgoing and enthusiastic individual to join our senior management team as the Director of Planning & Development.

The ideal candidate is one who reflects professionalism and integrity in all that they do. They are able to easily build relationships with others, both inside and outside the organization, and are a champion of customer service excellence. The incumbent is a stellar communicator (written and verbal) and understands the importance of dealing with confidential and sensitive issues/information in an appropriate manner. They strive to go the extra mile, thriving on the opportunity to identify and implement solutions. The successful candidate understands priority setting in a busy environment and takes accountability for their work seriously.

The incumbent will have a degree or diploma related to Planning, Engineering, or Engineering Technology from a recognized university or technical institute with a minimum of five (5) years of experience in land use planning. He/she should be eligible for membership in the Atlantic Planners Institute and Canadian Institute of Planners (MCIP), Professional Engineers and Geoscientists of Newfoundland and Labrador (P. Eng), or a Professional Engineering Technologist (P. Tech) with the Association of Engineering Technicians & Technologists of Newfoundland and Labrador. He/she will have advanced strategic and business planning skills and policy development experience, preferably in a public service environment. Preference will be given to those with leadership experience in the supervision and direction of staff in a unionized environment

The Town of Portugal Cove - St. Philips is an equal opportunity employer.

***Knowledge, Skills, & Abilities:***

- Extensive knowledge of land use planning and regulations development and implementation;
- Superior interpersonal and communications skills;
- Ability to make informed decisions and exercise initiative and independent judgment in managing the work of the division;
- Ability to plan, assign, direct and coordinate the work of skilled and unskilled trades workers and contractors;
- Ability to mentor and motivate team members;
- Proficiency in computer applications including word processing, spreadsheet and geographic information systems, and the ability to synthesize data and prepare reports;
- Ability to develop budgets and identify capital requirements;
- Strong communication and organizational skills;
- Ability to work collaboratively with municipal officials and employees, other levels of government and residents, in a professional manner;
- High standards of professional ethics and the ability to maintain confidentiality of sensitive information.

***Physical Requirements:***

- Combination of office and field work environment;
- In-field work related to inspections and oversight of projects with exposure to inclement weather conditions, outdoor construction environments, vehicular traffic, toxic/caustic substances, fumes and odors;
- Exposure to chemicals, live sewer and other hazardous materials;
- Frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle or feel and lift and/or move 20 pounds.

***Key Contacts/Relationships:***

## External:

- Developers, Town Residents, and Business Owners
- Equipment and Service Providers
- Contractors
- Municipal Counterparts
- Provincial and Federal department contacts
- Town's Engineering Consultant

## Internal:

- All departments up to and including the CAO
- Committees of Council
- Council

***Reporting Structure:***

This Director of Planning and Development shall report directly to the Chief Administrative Officer of the Town. All department staff shall report directly to the Director of Planning and Development.

***Salary and Benefits:***

The salary range shall be outlined in the Director of Planning and Development employment contract.

The deadline for applications is **Friday, December 6, 2024 at 4:30pm**. Please submit your resume package to the contact below:

**Employee & Public Relations Administrator**

*Town of Portugal Cove- St. Philip's*

1119 Thorburn Road, Portugal Cove St. Philip's, NL

A1M 1T6

Tel: (709) 895-8000 ext. 258

Fax: (709) 895-3780

[Heather.Coughlan@pcsp.ca](mailto:Heather.Coughlan@pcsp.ca)

*If you are submitting via e-mail, please use the subject line:*

*“Employment Opportunity – Director of Planning & Development”*