



Modern Thinking. Timeless Values.™

DEVELOPMENT PLANNER

Change *Your* Career for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2019**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

We are currently seeking a Development Manager to join our Land Development team. The Development Manager will manage a diverse portfolio of development projects from design development through the Municipal approval process. Assemble, manage, and lead project teams, including consultants, stakeholders, and other Reid's Heritage team members to obtain development approvals in an efficient manner.

As part of your duties and responsibilities you will be called upon to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values and Leadership Drivers.
- Assemble and direct project teams of consultants required for submission of various development applications, including Official Plan and Zoning Amendments, Plans of Subdivision, Site Plan Approval, Consent & Minor Variance Applications, and Plans of Condominium.
- Liaise with project stakeholders, including Municipal Staff & Council, and community members to establish positive, constructive relationships to assist in advancing development projects.
- Manage project team in the coordination, communication, and negotiations with Municipal Staff throughout the development approvals process to obtain project objectives and deliverables in an efficient and timely manner.
- Assist Development and Finance teams in creating, managing, and monthly tracking of project budgets and costs forecasting.
- Coordination with other internal groups, such as Acquisitions, Finance, Sales & Marketing, Construction, and Property Management throughout all project phases to ensure the coordination and timely dissemination of information to achieve project deliverables and milestones.
- Develop and manage project schedules with the assistance of Project Team members and provide monthly status to project stakeholders.
- Undertake planning evaluations and development feasibility analysis on new land acquisition opportunities as directed by the Director of Planning & Development.
- Attend planning/design meetings at due diligence and project initiation stages to establish key design and project objectives, and critical milestones to ensure accurate scheduling, pro-forma, and design criteria are established.

- Identify, analyze, and track policy changes that may affect the development approvals process at all government levels.
- Organize and routinely maintain land development project files. Monitor and ensure that current plans and planning documents are available and accessible.
- Provide public presentation at Neighbourhood Meetings, Public and Council Meetings as needed, and participation at industry functions and associations.
- Provide regular development status reports to the Director of Planning & Development and Senior Executive team as needed.
- Carry out additional tasks as assigned by the Director of Planning and Development.

The Development Manager we seek will have the following:

- Commitment to our organization's progressive culture, including our company Core Values and Leadership Drivers
- Professional Engineering designation such as P.Eng. in Ontario or CET designation, with relevant work experience
- Minimum of 12 years' experience in municipal infrastructure design for private sector projects in Southern Ontario
- Solid understanding of the local planning and development approval process
- Strong working knowledge of AutoCad, LDD and Civil 3D
- PMP and LEED Certification are desired assets
- Strong technical writing and communication skills (both written and verbal)
- Strong leadership skills and the ability to mentor junior members of the team
- Exceptional organizational and time management skills
- Excellent problem solving skills and the ability to exercise sound judgment to make decisions
- High level of integrity and dependability
- Proficiency in Microsoft Office, including MS Project, Word, Excel, Outlook
- Class G driver's license and clean drivers abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to hrinfo@heritagehomes.com, specifying the title of the position. For more information, visit www.reidsheritagehomes.com.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

