

Manager – Land & Property Surveys

Are you a licensed land surveyor with experience in legal surveying and in managing a diverse workforce? If so, consider this opportunity to advance your career with the City of Toronto's Engineering & Construction Services Division.

Reporting to the Director, Engineering Support Services, you will lead and manage staff providing land and property survey services and maintaining land and property title, as well as oversee legal property and topographic surveys of lands owned by the City of Toronto.

MAJOR RESPONSIBILITIES

Your primary responsibilities as Manager of Land & Property Surveys will be varied, but you'll be expected to:

- Develops and implements detailed plans and recommends policies regarding program specific requirements.
- Manages, motivates and trains the unit's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Supervises the day to day operation of all assigned staff including the scheduling, assigning and reviewing of work.
- Authorizes and controls vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments and recommends disciplinary action when necessary.
- Develops, recommends and administers the annual budget for the unit, and ensures that the unit's expenditures are controlled and maintained within approved budget limitations.
- Cultivates a culture of continuous improvement within the Unit, evaluating program delivery on an ongoing basis in consultation with staff, senior management, service users and partners and implementing and managing change improving effectiveness and efficiency.
- Ensures excellent customer service is provided to both internal and external customers.
- Provides technical expertise, and oversees the delivery of legal/cadastral/property survey services related to the City and lands owned by the City's Agencies, Boards and Commissions, including land acquisition, expropriations and prosecutions.
- Responsible for the management and dissemination of legal/cadastral/property survey records in accordance with corporate policies and standards, and legislated requirements.
- Leads the internal and/or external delivery of land survey services including procurement, contract administration and management of contracts for external services delivery.
- Provides input to the development of Capital and Operating Programs for client divisions including Transportation Services, Toronto Water, Real Estate Services, City Planning, Parks, Forestry & Recreation to address land survey needs for the delivery of their programs.
- Provides input to, and provides quality assurance on, land survey work undertaken by the Unit, and for projects by third parties where required.
- Provides land survey services and expertise to address operational issues and services by City divisions, and/or safety concerns associated with City infrastructure.
- Prepares documentation and business cases for cost recovery of projects completed on behalf of third parties.
- Contributes to the development of key performance indicators for the unit. Responsible for monitoring and regular reporting, including key performance indicators and assigned performance targets, on the capital program and projects delivered by the unit.
- Provides oversight and appropriate allocation of staff and financial resources; and ensures effective project management with defined scope, schedule and requirements for projects undertaken by the Unit.
- Keeps abreast of technological advances and industry trends, and regulatory requirements associated with land survey services and prepares reports.
- Prepares technical reports and staff reports to Standing Committees and/or Council, and material for public education/communication purposes.

- Represents the Division/Cluster/Corporation at meetings with the public, clients, stakeholders, Councillors and their staff, Standing Committees, Community Councils, City Council, court proceedings, and on internal and external committees.
- Maintains a continuous and thorough knowledge of current corporate and other divisions' issues and initiatives.
- Participates on various committees, task forces, project teams, etc. as a divisional representative.

KEY QUALIFICATIONS

Your application for the role of **Manager – Land & Property Surveys** must describe your qualifications as they relate to:

1. An Ontario Land Surveyor (OLS) Licence and membership in good standing in the Association of Ontario Land Surveyors, or current Land Surveyor licence issued by another province or territory, and ability to be licensed as an Ontario Land Surveyor prior to the employment start date.
2. Extensive experience in legal surveying, preferably in a municipal environment.
3. Extensive experience in leading, motivating, directing and managing a diverse workforce in a fast-paced, politically sensitive, customer service-oriented environment.
4. Extensive experience in developing, evaluating and maintaining municipal infrastructure standards, policies, practices and procedures related to land and property surveys.
5. Extensive experience in the preparation of technical reports, and reports to Council or external agencies or third parties.
6. Considerable experience in financial reporting processes, including budget preparation and control, expenditure forecasting, preparation and interpretation of financial reports, and reporting on key performance indicators.
7. Knowledge of integration of field and office electronic survey systems relating to GPS and Total Stations, standards, hardware and software, high-precision surveys, related adjustments, CAD and coordinate geometry.
8. Strong knowledge of surveys standards field and methods and/or CAD standards and methods.
9. Working knowledge of government legislation in the area of Occupational Health and Safety.
10. Good analytical and excellent interpersonal, problem-solving and conflict resolution skills.
11. Ability to train, motivate, lead, and evaluate performance of staff.
12. Excellent communication skills, both oral and written, with the ability to interact effectively with all levels of the organization and to forge solid internal and external relationships with clients.
13. Ability to operate as a fully accountable program leader and as a member of a management team.
14. Ability to work in a highly demanding work environment with many competing priorities and deadlines.
15. Excellent leadership, results management, change management and negotiating skills.
16. Ability to establish effective and strong working relationships and trust with multiple stakeholders, including staff, client divisions, outside agencies, politicians and other orders of government.
17. Ability to motivate a diverse workforce, promote and foster effective teamwork and establish excellence in a customer service-oriented environment.
18. Familiarity with Federal and Provincial regulations and requirements, including the Construction Lien Act, and ability to provide ownership information to Legal in support of the Lien Act.
19. Knowledge of relevant employment legislation, including Employment Standards Act, Human Rights Act, and the Occupational Health & Safety Act.
20. A valid Province of Ontario Driver's Licence and daily access to a reliable vehicle.

Salary Range: \$108,253.60 - \$127,181.60 per year

Work for the City you love

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture, and are proud to be the Host City for the 2017 Invictus Games. Join the award-winning Toronto Public Service as a **Manager – Land & Property Surveys** within our

Engineering & Construction Services Division.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2267757 X**, by **May 1, 2017**.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on TalentFlow. As an applicant, it is your responsibility to ensure that you check your email regularly.

The City of Toronto is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment. In accordance with the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act* and the [City of Toronto's Accommodation Policy](#), a request for accommodation will be accepted as part of the City's hiring process.

If you are invited to participate in an assessment process, kindly provide your accommodation needs in advance. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the hiring process.