

Director of Urban Planning and Environmental Services

Category: Urban Planning and Environment, Management Position

Job Type: Permanent, Full-Time (35 hours/week)

Start Date: As soon as possible

The Municipality of the Township of Harrington is seeking candidates to fill one (1) position as **Director of Urban Planning and Environmental Services**.

DUTIES AND RESPONSIBILITIES

Reporting to the General Management, the Director of Urban Planning and Environmental Services will oversee the harmonious development of the territory and lead projects aimed at improving the quality of life of residents. The incumbent plays a strategic role within the Municipality by providing advice and direction in their area of expertise and managing their department.

The Director is responsible for implementing decisions related to the department, including those from Municipal Council. He will develop policies, procedures, and guidelines to ensure effective management of the Urban Planning and Environmental Services Department. The Director is responsible for the enforcement of the *Act Respecting Land Use Planning and Development* and related municipal regulations. He shall oversee the management of human, financial, material, and physical resources for the department.

SPECIFIC RESPONSIBILITIES

- Establish departmental priorities in urban planning and environmental matters;
- Analyze, prepare, and follow up on files submitted to the Urban Planning Advisory Committee;
- Organize and lead meetings with citizens and associations on environmental issues;
- Coordinate and prepare public awareness campaigns on environmental topics;
- Draft and amend urban planning and environmental bylaws and ensure proper follow-up of related procedures;
- Study, propose, and submit recommendations related to their department to Municipal Council;
- Analyze and disseminate information related to planning regulations and any projects, studies, or files for public and/or administrative use;
- Inform and advise citizens and contractors to ensure compliance with municipal and applicable regulations;
- Collaborate with other departments in implementing municipal policies, including monitoring the urban plan;
- Manage the department's human resources and provide leadership to its staff.

This description is not exhaustive and includes the primary tasks to be performed. The individual may be assigned other related duties as requested by their supervisor.

REQUIREMENTS

- Bachelor's degree in Urban Planning, Land Use Planning, or a related field;
- Minimum of five (5) years of experience in urban planning and environmental management within a municipal setting;
- Experience managing unionized personnel;
- Strong knowledge of Quebec urban planning and environmental legislation, practices, and emerging trends;
- Proficiency in drafting urban planning and environmental regulations;

- Ability to take initiative and resolve work-related issues, including conducting research as needed;
- Functional bilingualism (French/English);
- Computer skills: Word, PG Accès Cité Territoire;
- Valid driver's license;
- Strong leadership and managerial competencies, including:
 - Delivering quality service with tact and diplomacy;
 - Strong analytical, judgment, and problem-solving skills;
 - Results-oriented with a solution-based approach;
 - Team-oriented leadership, fostering employee engagement, skill development, and coaching;
- Membership in the **Ordre des urbanistes du Québec** (an asset);
- Commitment to supporting the Municipality's values and strategic objectives through collaborative teamwork.

Relevant experience may be considered in lieu of some of the above qualifications.

WORKING CONDITIONS

The Municipality of the Township of Harrington offers a competitive salary, determined based on experience and qualifications, as well as a comprehensive benefits package, including group insurance, pension plan (RRSP), personal leave days, vacation, and more.

TO APPLY

Interested candidates are invited to send their résumé along with a short cover letter **by email no later than October 17, 2025**, to: ✉ dga@harrington.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.

The Municipality of the Township of Harrington is committed to employment equity.
The masculine form is used for readability purposes only.
