



Development Engineering Co-op (4-month term)
Development Services Department

Position Summary

The Development Services Department, Development Engineering division is currently accepting applications to fill one (1) full-time, 4-month co-op opportunity. Reporting to the Manager, Development Engineering, this position is responsible to assist fulltime staff in the inspection of public services that are constructed as a result of development applications ensuring that services are constructed in accordance with the approved drawings, regulatory requirements, and Town standards.

Major Job Responsibilities

Maintenance and Assumption Inspections of Public Services

- Identifies deficiencies related to installed municipal services and assists in overseeing the process to rectify same.
- Assists with inspections during the lot grading process for both Town and private lands, addressing deficiencies as required
- Assists in inspecting development sites weekly during the maintenance period to ensure compliance with Town requirements are being carried out

Construction Inspection and Quality Assurance

- Assists in performing field inspections of construction of municipal services and lot grading to ensure they are constructed in accordance with the approved drawings and standards
- Assists in performing field inspections of site alteration permits, in accordance with the approved permit, to ensure compliance with the approved drawings
- Creates and maintains accurate construction records by documenting construction activities; responsible to assist full time staff in resolving technical construction issues in the field
- Assists in liaising between office staff, contractors, consultants, and developers to ensure all affected parties are aware of field activities
- Performs periodic site inspections for road occupancy permits
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act.

Customer Service

- In coordination with fulltime staff, investigates concerns/complaints associated with construction activities, recommends corrective action, and follows up until the matter is resolved
- Assists with the review of grading and drainage plans
- Attends subdivision construction meetings in coordination with fulltime staff
- Liaises with regulatory agencies (i.e. Region of Halton, Conservation Halton, Niagara Escarpment Commission) in order to resolve minor construction issues
- Builds and maintains good working relationships with regulatory agencies and the development industry
- Performs other duties as assigned in accordance with Department objectives

Education and Experience

- Currently enrolled in a post-secondary diploma program in Civil Engineering or Civil/Environmental Engineering
- Experience working in the Civil Engineering Industry is required
- Experience in design or construction of municipal infrastructure is preferred
- Ability to read and interpret engineering drawings is required
- A valid Ontario Driver's License with a driving record that demonstrates responsible/safe driving behavior as use of a personal vehicle is required

Additional Skills

- Knowledge of current construction practices and procedures, tendering, and construction contract administration
- Familiarity with Ontario Provincial Standards (OPS), Transportation Association of Canada (TAC), Ministry of the Environment (MOE), Ministry of Transportation (MTO), and other relevant industry standards/policies
- Proficient in Microsoft Office applications and familiarity with AutoCAD and GIS platforms
- Excellent written and verbal communication skills
- Excellent interpersonal and conflict resolution skills
- Strong organizational, record keeping and time management skills
- Ability to work well independently and within a team in a fast paced environment

Hourly Rate: \$18.08 per hour

Co-op Term: September 2023 - December 2023

Interested applicants should apply online at www.milton.ca under the Careers section by 11:59 pm on **August 20, 2023**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.