



Development Engineering Technologist POSTING 202411

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Director of Development Engineering this position is responsible for the civil engineering related technical review, approval and inspection of various planning applications and engineering related bylaws to ensure compliance with sound engineering practices and applicable standards as established by governing agencies and Town standards.

Accountabilities:

- Evaluate, review and approve engineering drawings (grading plans, servicing plans, legal drawing and erosion and sediment control plans) and associated engineering reports (stormwater management reports, noise impact studies, traffic impact studies and geotechnical reports) for various planning applications;
- Evaluate, approve and provide engineering terms and conditions for development agreements;
- Assist with the administration of various agreements from approval stage to the release of securities;
- Primary contact person for general front counter, email and phone inquiries from the public;
- Investigate and respond to public inquiries related to developments and site alterations;
- Interact with public, consultants and contractors with respect to on-site issues;
- Represent the department at meetings with outside agencies, Region of Halton and Town of Halton Hills departments;
- Provide on-site inspection services as required;
- Review and approve individual lot grading plans and inspect final lot grading;
- Assist with refunding of damage deposit including site inspections for building permits;
- Assist with the review, approval and inspection of Municipal Consents applications; associated with building permit, pool enclosures and landscaping;
- Responsible for the review, approval and inspection for Site Alteration Permits;
- Assist in the administration of the Site Alteration By-law by performing the role of the "Inspector" as defined in the Site Alteration By-law 2017-0040 as amended;
- Provide the highest standard of customer service for both internal and external customers of the department, in compliance with the Town standards; and
- Perform other job related duties.

Technical/Professional Competencies:

- Knowledge of current standards for stormwater management techniques
- Knowledge of current Transportation of Canada guidelines
- Knowledge of current Ontario Provincial Standards
- Some experience with the development agreement/approval process

- Excellent communication skills, both written and verbal
- Ability to deal effectively with Town staff, elected officials, external agencies, developers, consultants and the public
- Perform tasks in a safe manner with regard to the guidelines as outlined in the Occupational, Health and Safety Act
- Time management skills to prioritize work
- Strong financial analysis skills

Qualifications:

- 3 Year Diploma in Civil Engineering Technology Program or equivalent education and experience
- Registered with O.A.C.E.T.T. with a C.E.T. designation or the ability to acquire the full designation within 12 months
- 3 years of experience in a Civil Engineering environment, two of which can be credited towards obtaining the C.E.T. designation
- Proficient with Microsoft Office suite package
- Valid Ontario Class 'G' Driver's License with a clean driver's abstract
- Supply of personal vehicle to perform duties

Compensation:

The salary for this position (35 hours per week) is \$76,934 – \$91,589 per annum.

Location:

This position is remote based on the needs of the business, in accordance with the Town's Work from Home Policy, and as subject to change. This position will also require some flexibility in the incumbent's availability and work schedule.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., February 28, 2024. Please quote Posting No 202411 on your cover letter.

Email: humanresources@haltonhills.ca

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca