



Junior Development Technologist

Posting No 202413

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:

- Provide comments and recommend approval of drawings and reports for Site Plan applications (grading, storm water management, servicing, lighting and other design standards etc.)
- Provide engineering-related clauses and security calculation for site plan agreements
- Participate in multi-disciplinary teams comprised of Town staff to address development, redevelopment and environmental protection issues for various planning applications
- Assist the Manager with special studies and projects as required
- Responsible for refunding of damage deposit including site inspections for building permits
- Responsible for the review, approval and inspection of Municipal Consents applications
- Responsible for the review, approval and inspection for Site Alteration Permits associated with building permit, pool enclosures and landscaping.
- Primary contact person for general front counter, email and phone inquiries from the public
- Investigate and respond to public inquiries related to developments
- Liaise/work with the developers and consultants to ensure that the public concerns are addressed
- Analyze, interpret and enforce Municipal and Provincial Standards
- Review and approve individual lot grading plans
- Provide on-site inspection services as required
- Liaise/work/consult with Town departments and external agencies with respect to new and existing developments
- Provide the highest standard of customer service for both internal and external customers in compliance with the Town standards
- Attend meetings with Town staff, external agencies and the public to answer inquiries, including off hour meetings
- Perform other job-related duties

Technical/Professional Competencies:

- Knowledge of applicable standards and sound engineering practices with respect to construction activities including storm water management, grading and road allowances
- Knowledge of the development agreement process
- Excellent communication skills, both written and verbal
- Understanding of the Occupational Health & Safety Act to ensure tasks are performed in a safe manner, in compliance with the Act

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.
- Preferred 1 - 3 years of experience in a Civil Engineering environment, two of which can be credited to obtaining the C.E.T designation.
- Computer literate in Microsoft office computer software
- 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 \$68,380 - \$81,405 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, 2023. Please quote Posting No 202412 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.

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