The Corporation of the City of Brantford
Planning and Development Services

requires

Development Review Technician

Job ID #1881

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Development Project Manager, the Development Review Technician will be responsible for assisting with day-to-day activities in the Development Engineering Division. This will include reviewing engineering plans and reports for various minor development applications. Duties include but are not limited to the following:

- Coordinate, review and provide comments on technical submissions Site Plans to ensure compliance with Municipal and Provincial regulations and good engineering practice;
- Provide comments on Committee of Adjustment applications including land severances, rezoning and minor variances;
- Ensures that municipal infrastructure is coordinated with adjacent developments;
- Review plot plans for new residential houses within infill and new subdivision developments;
- Carry out background research, maintain databases and assist with the development and updating of policies, procedures and technical standards for development related municipal servicing and infrastructure;
- Respond to requests and/or attend meetings organized by the offices of the Mayor and Members of Council, other departments, developers, consultants, and the public and external agencies as required;
- Perform other related duties as assigned.

QUALIFICATIONS

- Possess a two (2) year community college diploma in Civil Engineering Technician or equivalent education;
- Three (3) years of experience in Engineering Design with emphasis on municipal servicing, storm water management and road design, preferably in a municipal setting.
- Must have or have the ability to obtain C.Tech designation; C.E.T. designation would be considered an asset.
- Comprehensive understanding and technical knowledge of municipal infrastructure, urban planning processes, including knowledge of Provincial regulations including Planning and Municipal Acts;
- Time Management skills, with the ability to manage multiple and changing demands and priorities are required;

- Must be proficient in reading and interpretation of engineering drawings, specifications and engineering reports and documents;
- Strong verbal, written and interpersonal skills are essential to work autonomously representing the City during meetings;
- Experience working with computer applications including Microsoft Office, G.I.S. systems, Adobe Acrobat Pro; knowledge of Bluebeam Revu would be an asset;
- Possess a valid driver's license in good standing during the course of employment

WAGE/SALARY RANGE: $40.46 to $43.04 per hour plus benefits.

To apply on-line, please visit the City of Brantford website at https://careers.brantford.ca/ and click on **Current Opportunities**.

Closing date for applications: **Thursday, August 1, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.
We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.
Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.