



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

DEVELOPMENT OFFICER

Planning and Development – Development Control
Job # P1251e

CLOSING DATE: NOON – JULY 4, 2024

Starting Salary range: 52,961 – 62,313

JOB SUMMARY:

This position reports to the Development Control Supervisor.

This is a technical planning position in the field of building and land use development with emphasis on ensuring that development follows municipal by-laws and Provincial Regulations. This position is essential for front counter operations accepting all permit applications, answering customer inquiries, accepting payments and while maintaining a strong customer service environment.

Work is reviewed by the supervisor for completeness, accuracy and results obtained.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- This position requires a high school diploma or equivalency.
- Successful completion of a technical course in a field related to building/engineering technologists or must be eligible to become a member and maintain membership in the Association as an engineering technologist (P. Tech or CET).
- Successful completion of Building Inspection courses from the New Brunswick Building Officials Association is considered an asset.

EXPERIENCE:

- Minimum one year of related work experience. The required experience can be a combination of related work experience and course experience.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have or learn a broad knowledge of the existing municipal by-laws, Provincial regulations and the Community Planning Act and demonstrate the ability to explain the provisions.
- Must possess the ability to respond to complaints and explain applicable Municipal by-laws and policies firmly and impartially while at the same time maintaining satisfactory customer service.
- Must be diplomatic and an effective communicator.
- Must possess strong organizational and time management skills and be capable of working without supervision.
- This position requires computer skills including Windows applications and e-mail. Example: Microsoft Office, GIS, etc
- Ability to type 25 words per minute (wpm).
- Demonstrate good writing skills.
- Provide a significant degree of initiative, judgment, and discretion to find solutions to challenges.
- Exercise good judgment in the execution of daily activities.
- Demonstrate the ability to analyze data and interpret building and development drawings.
- Demonstrate the ability to work effectively as a team member.
- Attention to detail is significantly important for people working in this position. Errors will cause inconvenience and delays in project work schedules.

CONTACT:

- Work requires contact with members of the public, municipal employees and government departments, contractors, consultants, surveyors, developers, etc.
- The purpose of these contacts is to handle inquiries, technical requests, and complaints

SUPERVISION:

- Some supervisory responsibility relating to projects and will occasionally show other employees how to perform tasks or duties.
- This position will work with supervision

CONDITIONS OF WORK:

- All employees must comply with Council and Corporate adopted policies e.g. Attendance Management, Respectful Workplace and Health and Safety.
- Work requires a moderately high level of attention with periods of concentration, little physical effort and is normally performed under office conditions.
- The work environment is under video surveillance.
- The hours of work are as per the CHEA/PSAC Local 60200 Collective Agreement.

ADDITIONAL COMMENTS (IF ANY):

- Training will be provided