

Woolwich Township Job Posting



Date:	July 15, 2024
Position:	Development Engineering Technologist
Department:	Development Services
Wage Rate/Grade:	\$84,832 – \$106,040 (Level 6)
Hours of Work:	35 hours/week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) Permanent Full Time Development Engineering Technologist to join their team.

Purpose of position and profile:

This position is responsible to ensure that all range of development applications and projects are reviewed in acceptance with Township engineering design standards, policies and good engineering practices, to review, update and maintain department records and standards and to assist occasionally with site supervision and inspection while maintaining a reliable and effective level of service working with developers, builders, the Region of Waterloo, area municipalities and various departments and agencies.

Responsibilities:

- Provide technical review and comments on municipal engineering applications (subdivisions, site plans, site, severances, consents, minor variance, etc.) including servicing, grading, stormwater management and traffic management.
- Coordinate peer review of technical documents and reports
- Monitor the status of development engineering submissions
- Assist with the preparation of subdivision, development, servicing, pre-servicing and cost sharing agreements with developers, builders and contractors
- Assist with the review of Site Grading Plans in support of Building Permits and final grading certification documents submitted in support of the Lot Grading Review process
- Review applications submitted under Site Alteration By-law
- Liaise with various government agencies, consultants, developers, the public and other departments providing advice regarding growth and development initiatives and enquiries
- Assist in evaluating of municipal servicing issues at various stages of development
- Review and update department documents and standards
- Respond to resident concerns regarding development related projects
- Assist with the evaluation of system capacities and development engineering/field services processes
- Assist with site supervision and on-site inspections of infrastructure and development related projects
- Facilitate the provision of exemplary customer service
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Post-secondary diploma or degree in Civil Engineering Technology or related discipline, with eligibility for membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT), suitable combination of education and demonstrated progressive experience may be considered
- Certified Engineering Technologist (CET) designation an asset
- A minimum of five (5) years' work experience in both rural and urban development environments
- Demonstrated advanced experience with development engineering submission review, commenting and acceptance
- Demonstrated experience in residential subdivision development, engineering, inspection and contract administration
- Knowledge of local government/municipal operations, office and administrative procedures
- Demonstrated knowledge of current engineering standards, specifications and criteria applicable to design and of related statutes and regulations including the Environmental Assessment Act, the Highway Traffic Act, the Occupational Health and Safety Act, the Development Charges Act, and the Ontario Water Resources Act
- Demonstrated knowledge of financial matters relating to all types of development, including performance security management
- Proficient in Microsoft Office (Word, Excel, Outlook), AutoCAD and ARCGIS
- Ability to work independently and in a team environment
- Strong interpersonal, communication, report writing, and public relations skills to interact with a wide variety of individuals and groups
- Strong problem-solving, record keeping, and analytical skills
- A Class G driving license from the Province of Ontario

Working conditions:

- Primarily an office environment with assistance on active job sites
- Exposure to outdoor weather conditions in all seasons
- Potential for exposure to typical construction hazards
- Flexible hours of work as required, including occasional evening hours
- Frequent meetings and travel to support corporate development goals

Interested applicants are invited to submit their resume via email to: hr@woolwich.ca prior to **4:00 pm on Monday, July 29, 2024. Please quote job posting 2024-33.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request