



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Development Inspector

(CUPE 905.03.36)

(Job ID#2024.100T)

Department:	Development Services
Division:	Development Engineering
Location:	Civic Centre
Status:	Temporary, Full Time (1 Year Contract)
Hours of Work:	35 hours per week
Number of Positions:	1
Wage Range:	Junior Development Engineering Inspector (\$36.49 - \$40.52 per hour) Development Engineering Inspector (\$38.90 – \$43.21 per hour) Senior Development Engineering Inspector (\$40.10 – \$44.56 per hour)
Date Posted:	July 18, 2024
Date Closing:	July 31, 2024

Come work with us!

We are hiring for a Junior Development Engineering Inspector. Please be advised that In the event we are not able to fill the position with a Junior Development Engineering Inspector, consideration will be given to fill the position with a Development Engineering Inspector or a Senior Development Engineering Inspector.

Position Purpose:

Responsible for supporting new development and Development Engineering Technologists. ***For full details, please see attached job descriptions.***

Minimum Qualifications:

- Two year Civil Engineering Technician (Municipal Option) diploma or related program from an accredited College/University;
- Certified Civil Engineering Technician (C. Tech.) status and current membership in the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.);
- Successful completion of inspection courses in road and sewer inspection (Ministry of Transportation and or Ministry of Environment type courses) as required;
- Minimum of two years previous related experience, including one year in a municipal sector environment;
- Valid class 'G' Driver's license;
- Drivers Abstract in good standing required to operator Corporation vehicles;

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina

JOB DESCRIPTION

Job Title: Junior Development Engineering Inspector
Division: Development Engineering
Department: Development Services **Job No.:** 110
Amended: December 2021 **Grade:** 12

PRIMARY FUNCTION:

Responsible for supporting new development and Development Engineering Technologists; ensuring developments are being built to comply with all local code requirements, and our design criteria; participating in our continuous improvement towards building great communities; recommending changes to internal Design Criteria; performance/commissioning testing coupled with inspection on new developments and applicable capital projects; keeping installation contractors accountable, preparing reports, and ensuring follow up to contractor work; liaising with the building division and other divisions to ensure local codes are being adhered to.

SUPERVISION RECEIVED:

Supervisor of Development Engineering or designate

INDIRECT SUPERVISION RECEIVED:

Receives working instruction from Development Engineering Technologists.

DIRECTION EXERCISED:

Provides instruction to contractors for compliance issues, or general communication and instruction; gives working instruction and supervision to student and/or temporary employees as required.

WORKING PROCEDURES:

Inspects municipal infrastructure construction and private servicing in subdivision and site plan development;

Participates in construction meetings representing the Town in all matters related to construction, performs record keeping and provides such direction as may be required to ensure compliance with municipal standards and design and construction standards;

Reviews and processes large scale site alteration applications;

Examines and reviews residential lot grading plans and performs site inspections to ensure compliance with the Town's lot grading criteria;

Investigates and resolves complaints regarding lot grading and acts upon possible violations of the Town's Site Alteration By-law, issuing appropriate notices and orders to gain compliance;

Reviews and comments on Engineering issues relating to land severance applications, minor variance applications, zoning by-law and official plan amendment applications;

Attends development sites to inspect the construction of municipal infrastructure and private servicing;

Reviews engineering plans, Town's design criteria and geotechnical reports to ensure compliance with the Town's design criteria, accepted engineering practices and compatibility of proposals with surrounding lands;

Grading and drainage plans, large scale site alteration applications;

Recommends approval or refusal of lot grading and drainage applications and composes letters, memorandums and/or reports respecting applications;

Liaises with owner/developer, applicant, builder, engineering and geotechnical consultants, contractors and other approval agencies during review, inspection, commissioning, and construction as it relates to our design criteria, large scale site alteration applications and the construction of municipal infrastructure and private servicing but not limited to lot grading matters; may be required to meet the general public to address concerns arising from any application;

Responds to customer service issues and conducts conflict resolution with the public as required over a variety of issues;

Circulates drawings, reports and applications as necessary to other Town departments and external approval agencies;

Carries out inspections relating to site alteration and drainage complaints; liaises with the complainant and/or land owner respecting complaints;

Composes letters, memorandum and/or reports in response to complaints/ Interdepartmental /Council inquiries;

Prepares and issues appropriate notices and orders respecting violations of the Town's site alteration by-law, as well as preparing all formal information required during the prosecution of the violation;

Liaises with the Regional prosecutor and attends court as required to provide evidence during the prosecution of a violation of the site alteration by-law; engages in conflict resolution when there are varying points of view regarding Development matters.

Reviews and prepares written comments respecting land severance applications, minor variance applications, zoning by-law and official plan amendment applications;

Carries out site inspections and file reviews to ensure compliance with current departmental policies respecting servicing, road widenings, access and lot grading and drainage;

Assists in gathering field data etc. on assigned projects of Corporate-wide importance;

Assists in the preparation of computerized documents from field data on assigned projects;

Ensures that all construction activities are carried out in accordance with the elements of the contract, municipal engineering standards, Ministry safety regulations, municipal by-laws and other applicable policies/legislation;

Participates in the Town's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Duties in respective areas may be assigned to enhance/achieve corporate vision.

SKILL/KNOWLEDGE REQUIREMENTS:

Two year Civil Engineering Technician (Municipal Option) diploma or related program from an accredited College/University;

Certified Civil Engineering Technician (C. Tech.) status and current membership in the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.);

Successful completion of inspection courses in road and sewer inspection (Ministry of Transportation and or Ministry of Environment type courses) as required;

Minimum of two years previous related experience, including one year in a municipal sector environment;

Open to learning new skills and professional development initiatives including, but not limited to GIS based applications, municipal systems software and computer aided design programs.

Thorough knowledge of land development procedures, servicing and site development, and municipal procedures;

Skill and efficiency required in use of drafting equipment, including computer related drafting/designing applications, surveying equipment, print machines, concrete and soil testing equipment, Civil modelling software an asset;

Proficiency in Microsoft Office applications including Microsoft project.

Familiarity with GIS software, All Pipes software and other Municipal systems software are considered assets;

Experience in development tracking software is considered an asset;

Self-starter, motivated to make changes in an environment that requires new ideas and to challenge status quo;

The ability to keep the construction community accountable and have the ability to interact effectively and courteously with all employees, contractors and members of the public;

Minimum Class "G" driver's licence required;

Proven excellent organizational, research, investigative and communication skills;

Up to one (1) year period of adjustment, orientation and adaptation on the job.

JOB DESCRIPTION

Job Title:	Development Inspector	Division:	Development Engineering
Department:	Development Services	Job No.:	70
Amended:	March, 2014, October 2013	Grade:	14

PRIMARY FUNCTION:

Responsible for supporting new development and Development Engineering Technologists; ensuring developments are being built to comply with all local code requirements, and our design criteria; participating in our continuous improvement towards building great communities; recommending changes to internal Design Criteria; performance/commissioning testing coupled with inspection on new developments and applicable capital projects; keeping installation contractors accountable, preparing reports, and ensuring follow up to contractor work; liaising with the building division and other divisions to ensure local codes are being adhered to.

SUPERVISION RECEIVED:

Manager of Development Engineering or designate

INDIRECT SUPERVISION RECEIVED:

Receives working instruction from Development Engineering Technologists.

DIRECTION EXERCISED:

Provides instruction to contractors for compliance issues, or general communication and instruction; gives working instruction and supervision to student and/or temporary employees as required.

WORKING PROCEDURES:

Inspects municipal infrastructure construction and private servicing in subdivision and site plan development;

Participates in construction meetings representing the Town in all matters related to construction, performs record keeping and provides such direction as may be required to ensure compliance with municipal standards and design and construction standards;

Reviews and processes large scale site alteration applications;

Examines and reviews residential lot grading plans and performs site inspections to ensure compliance with the Town's lot grading criteria;

Investigates and resolves complaints regarding lot grading and acts upon possible violations of the Town's Site Alteration By-law, issuing appropriate notices and orders to gain compliance;

Reviews and comments on Engineering issues relating to land severance applications, minor variance applications, zoning by-law and official plan amendment applications;

Attends development sites to inspect the construction of municipal infrastructure and private servicing;

Reviews engineering plans, Town's design criteria and geotechnical reports to ensure compliance with the Town's design criteria, accepted engineering practices and compatibility of proposals with surrounding lands;

Grading and drainage plans, large scale site alteration applications;

Recommends approval or refusal of lot grading and drainage applications and composes letters, memorandums and/or reports respecting applications;

Prepares reports to Council respecting large scale site alteration applications;

Liaises with owner/developer, applicant, builder, engineering and geotechnical consultants, contractors and other approval agencies during review, inspection, commissioning, and construction as it relates to our design criteria, large scale site alteration applications and the construction of municipal infrastructure and private servicing but not limited to lot grading matters; may be required to meet the general public to address concerns arising from any application;

Responds to customer service issues and conducts conflict resolution with the public as required over a variety of issues;

Circulates drawings, reports and applications as necessary to other Town departments and external approval agencies;

Carries out inspections relating to site alteration and drainage complaints; liaises with the complainant and/or land owner respecting complaints;

Composes letters, memorandum and/or reports in response to complaints/Interdepartmental /council inquiries;

Prepares and issues appropriate notices and orders respecting violations of the Town's site alteration by-law, as well as preparing all formal information required during the prosecution of the violation;

Liaises with the Regional prosecutor and attends court as required to provide evidence during the prosecution of a violation of the site alteration by-law; engages in conflict resolution when there are varying points of view regarding Development matters.

Reviews and prepares written comments respecting land severance applications, minor variance applications, zoning by-law and official plan amendment applications;

Carries out site inspections and file reviews to ensure compliance with current departmental policies respecting servicing, road widenings, access and lot grading and drainage;

Attends and makes presentations at Council/Committee and/or Public Meetings as required;

Assists in gathering field data etc. on assigned projects of Corporate-wide importance;

Assists in the preparation of computerized documents from field data on assigned projects;

Ensures that all construction activities are carried out in accordance with the elements of the contract, municipal engineering standards, Ministry safety regulations, municipal by-laws and other applicable policies/legislation;

Provides comments and/or recommendations/suggestions/advice on new equipment acquisition, technology and GIS implementation;

Participates in the Town's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Duties in respective areas may be assigned to enhance/achieve corporate vision.

SKILL/KNOWLEDGE REQUIREMENTS:

Two year Civil Engineering Technician (Municipal Option) diploma or related program from an accredited College/University;

Certified Civil Engineering Technician (C. Tech.) status and current membership in the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.);

Successful completion of inspection courses in road and sewer inspection (Ministry of Transportation and or Ministry of Environment type courses) as required;

Minimum of five years previous related experience, including one year in a municipal sector environment;

Open to learning new skills and professional development initiatives including, but not limited to GIS based applications, municipal systems software and computer aided design programs.

Thorough knowledge of land development procedures, servicing and site development, and municipal procedures;

Skill and efficiency required in use of drafting equipment, including computer related drafting/designing applications, surveying equipment, print machines, concrete and soil testing equipment, Civil modelling software an asset;

Proficiency in Microsoft Office applications including Microsoft project.

Familiarity with GIS software, All Pipes software and other Municipal systems software are considered assets;

Experience in development tracking software is considered an asset;

Self-starter, motivated to make changes in an environment that requires new ideas and to challenge status quo;

The ability to keep the construction community accountable and have the ability to interact effectively and courteously with all employees, contractors and members of the public;

Minimum Class "G" driver's licence required;

Proven excellent organizational, research, investigative and communication skills;

Up to one (1) year period of adjustment, orientation and adaptation on the job.

JOB DESCRIPTION

Job Title:	Senior Development Inspector	Division: Development Engineering
Department:	Development Services	Job No.: NU 117
Amended:	December 2022	Wage Grade: 15

PRIMARY FUNCTION:

Responsible for mentoring Development Inspectors, supporting new development, and Development Engineering Technologists; ensuring developments are being built to comply with all local code requirements, and our design criteria; participating in our continuous improvement towards building great communities; recommending changes to internal Design Criteria; performance/commissioning testing coupled with inspection on new developments and applicable capital projects; keeping installation contractors accountable, preparing reports, and ensuring follow up to contractor work; liaising with the building division and other divisions to ensure local codes are being adhered to.

SUPERVISION RECEIVED:

Supervisor of Development Engineering

INDIRECT SUPERVISION RECEIVED:

Receives working instruction from Development Engineering Technologists.

DIRECTION EXERCISED:

Provides instruction to contractors for compliance issues, or general communication and instruction; mentors development engineering inspectors, gives working instruction and supervision to student and/or temporary employees as required.

WORKING PROCEDURES:

Inspects municipal infrastructure construction and private servicing in subdivision and site plan development;

Participates in construction meetings representing the Town in all matters related to construction, performs record keeping and provides such direction as may be required to ensure compliance with municipal standards and design and construction standards;

Reviews and processes large scale site alteration applications;

Examines and reviews residential lot grading plans and performs site inspections to ensure compliance with the Town's lot grading criteria;

Investigates and resolves complaints regarding lot grading and acts upon possible violations of the Town's Site Alteration By-law, issuing appropriate notices and orders to gain compliance;

Reviews and comments on Engineering issues relating to land severance applications, minor variance applications, zoning by-law and official plan amendment applications;

Attends development sites to inspect the construction of municipal infrastructure and private servicing;

Reviews engineering plans, Town's design criteria and geotechnical reports to ensure compliance with the Town's design criteria, accepted engineering practices and compatibility of proposals with surrounding lands;

Grading and drainage plans, large scale site alteration applications;

Recommends approval or refusal of lot grading and drainage applications and composes letters, memorandums and/or reports respecting applications;

Prepares reports to Council including development agreements respecting large scale site alteration applications;

Providing advisory support and provides comments to Committee of Adjustment applications and occasionally attending pre-consultation meetings with developers and consultants as required to support complex site alteration applications.

Liaises with owner/developer, applicant, builder, engineering and geotechnical consultants, contractors and other approval agencies during review, inspection, commissioning, and construction as it relates to our design criteria, large scale site alteration applications and the construction of municipal infrastructure and private servicing but not limited to lot grading matters; may be required to meet the general public to address concerns arising from any application;

Responds to customer service issues and conducts conflict resolution with the public as required over a variety of issues;

Circulates drawings, reports and applications as necessary to other Town departments and external approval agencies;

Carries out inspections relating to site alteration and drainage complaints; liaises with the complainant and/or land owner respecting complaints;

Supports, trains and mentors development engineering inspectors in conducting inspections of large development sites and site alteration and entrance permits.

Composes letters, memorandum and/or reports in response to complaints/Interdepartmental /council inquiries;

Prepares and issues appropriate notices and orders respecting violations of the Town's site alteration by-law, as well as preparing all formal information required during the prosecution of the violation;

Liaises with the Regional prosecutor and attends court as required to provide evidence during the prosecution of a violation of the site alteration by-law; engages in conflict resolution when there are varying points of view regarding Development matters.

Represents the Town in Civil Litigation and provides testimony for presentation before the courts.

Reviews and prepares written comments respecting land severance applications, minor variance applications, zoning by-law and official plan amendment applications;

Carries out site inspections and file reviews to ensure compliance with current departmental policies respecting servicing, road widenings, access and lot grading and drainage;

Attends and makes presentations at Council/Committee and/or Public Meetings and provide professional opinion and recommendations when required in dealing with matters related to site alteration;

Assists in gathering field data etc. on assigned projects of Corporate-wide importance;

Assists in the preparation of computerized documents from field data on assigned projects;

Ensures that all construction activities are carried out in accordance with the elements of the contract, municipal engineering standards, Ministry safety regulations, municipal by-laws and other applicable policies/legislation;

Provides comments and/or recommendations/suggestions/advice on new equipment acquisition, technology and GIS implementation;

Participates in the Town's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

Trains and mentors development engineering inspectors on duties related to development application and administration of the Town's Site Alteration By-law.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Duties in respective areas may be assigned to enhance/achieve corporate vision.

SKILL/KNOWLEDGE REQUIREMENTS:

Two year Civil Engineering Technician (Municipal Option) diploma or related program from an accredited College/University;

Certified Civil Engineering Technician (C. Tech.) status and current membership in the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.);

Successful completion of inspection courses in road and sewer inspection (Ministry of Transportation and or Ministry of Environment type courses) as required;

Minimum of five years of previous related experience, including two years in a municipal sector environment;

Open to learning new skills and professional development initiatives including, but not limited to GIS based applications, municipal systems software and computer aided design programs.

Thorough knowledge of land development procedures, servicing and site development, and municipal procedures;

Skill and efficiency required in use of drafting equipment, including computer related drafting/designing applications, surveying equipment, print machines, concrete and soil testing equipment, Civil modelling software an asset;

Proficiency in Microsoft Office applications including Microsoft project.

Familiarity with GIS software, All Pipes software and other Municipal systems software are considered assets;

Experience in development tracking software is considered an asset;

Self-starter, motivated to make changes in an environment that requires new ideas and to challenge status quo;

The ability to keep the construction community accountable and have the ability to interact effectively and courteously with all employees, contractors and members of the public;

Minimum Class "G" driver's licence required;

Proven excellent organizational, research, investigative and communication skills;

Up to one (1) year period of adjustment, orientation and adaptation on the job.