



Development Engineering Technologist Posting 202508

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 technical review and approval of various planning applications and engineering related permit to ensure compliance with sound engineering practices and applicable standards and bylaws as established by governing agencies and the Town.

Accountabilities:

- Comply with corporate and departmental policies and procedures
- Ensure a high degree of service for both internal and external customers in accordance with Town standards
- Evaluate, review and approve engineering drawings (grading plans, servicing plans, legal drawing and erosion and sediment control plans) and associated engineering reports (stormwater management reports, noise impact studies, traffic impact studies and geotechnical reports) for various planning applications
- Evaluate, approve and provide engineering terms and conditions for development agreements
- Assist with the administration of various agreements from approval stage to the release of securities
- Act as the primary contact person for general front counter, email and phone inquiries from the public
- Investigate and respond to public inquiries related to developments and site alterations
- Interact with public, consultants and contractors with respect to on-site issues
- Represent the department at meetings with outside agencies, Region of Halton and Town of Halton Hills departments
- Provide on-site inspection services as required
- Review and approve individual lot grading plans and inspect final lot grading
- Assist with refunding of damage deposit including site inspections for building permits
- Assist with the review, approval and inspection of Municipal Consents applications; associated with building permit, pool enclosures and landscaping
- Responsible for the review, approval and inspection for Site Alteration Permits
- Assist in the administration of the Site Alteration By-law by performing the role of the "Inspector" as defined in the Site Alteration By-law 2017-0040 as amended
- Provide the highest standard of customer service for both internal and external customers of the department, in compliance with the Town standards
- Perform other job-related duties

Qualifications:

- 3-year diploma in Civil Engineering Technology Program or equivalent education and experience
- Post-graduate courses in stormwater management, noise abatement, transportation, geotechnical and sediment and erosion management are considered an asset
- 3 years of experience in a civil engineering environment, with experience with municipal infrastructure in municipal and/or private environments considered an asset
- Associate Member of OACETT in good standing and eligible to obtain Certified Engineering Technologist (CET) Designation within 12 months, with a preference for candidates with CET Designation
- Ability to maintain a high-level of professionalism and confidentiality
- Customer-service skills with ability to provide technical guidance to staff and the public in a clear and concise manner in potentially contentious situations.
- Ability to prioritize workload, meet deadlines, be detail-oriented and accurate
- Ability to collaborate and maintain relationships between various departments and external agencies
- Ability to perform the physical duties of the positions including climbing and extensive walking on development construction sites, lifting of boxes up to fifty (50) pounds to retrieve archived records, and exposure to seasonal weather conditions

Compensation:

The salary for this position (35 hours per week) is \$78,665 - \$93,650 annually. This position will include occasional evening or weekend work when directed.

Location:

This position is based at Town Hall and allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town's Work from Home Policy, and as subject to change.

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 14, 2025. Please quote posting 202508 on your cover letter.

Application Form: [Submit a Job Application](#)

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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