



Development Inspector Posting 202509

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 inspection of development related construction activities to ensure compliance with solid engineering practices and applicable standards as established by governing agencies.

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
- Plan, organize and attend on-site inspections for numerous sites related to subdivision, site plans, site alteration, municipal consent, building permits, etc.
- Assist with the coordination of other staff to fulfil the inspection requirements for this department
- Conduct site meetings related to construction to ensure compliance with development agreements, approved plans, agreements, and engineering standards and to resolve issues typically experienced during construction
- Coordinate the administration and enforcement of the Site Alteration By-law including coordinating with Bylaw Enforcement
- Perform or coordinate the function of the inspector as described in the Site Alteration Bylaw 2017-0040 (as amended)
- Interact and attend meeting(s) with Town departments and external agencies with respect to new and existing developments related to construction activities
- Administer development agreements from approval stage to the release of securities including the processing of security reductions
- Provide support with the review and approval of cost estimates and construction management plans with other staff for various planning applications and development permits
- Respond to front counter, telephone and e-mail inquiries regarding development-related concerns and questions

- Review, approve and inspection of various engineering permits related to the bylaws for site alteration, entrances, and excavation/work on Town lands
- Evaluate, approval and inspection of municipal consent requests from our utility and regional partners for work on Town lands
- Evaluate, review and approval of engineering drawings and engineering reports associated with, Zoning Bylaw Amendments, Subdivision Applications, Condominium Applications, Site Plan Applications and other planning related applications
- Interact with the public, consultants, and contractors
- Comply with the Occupational Health and Safety Act and regulations, Workplace Safety and Insurance Act and Town Health and Safety policies and procedures in the carrying out of daily activities
- Promptly report workplace accidents and incidents and unsafe conditions
- Use or wear the safety equipment, protective devices or clothing as required by the Town
- 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 assets
- 3 years of experience in a civil engineering environment, with 3 to 5 years of combined civil engineering and inspection experience in municipal and/or private environments including experience with municipal infrastructure considered an asset
- Associate Member of OACETT in good standing and eligible to obtain Certified Engineering Technologist (CET) Designation within 12 months
- Registration with OACETT with a Certified Engineering Technologist (CET) Designation in good standing is considered an asset
- Canadian Certified Inspector of Sediment and Erosion Control (CAN-CISEC) is considered an asset
- High-level of professionalism and confidentiality
- Customer-service oriented 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 collaboration and maintain relationships between various departments and external agencies
- Ability to meet the physical requirements of the position 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 202509 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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