

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) DEVELOPMENT REVIEWER Permanent Full Time	
<b>JOB ID:</b> C24-25	<b>LOCATION:</b> Hybrid – 30 Centre St, Orangeville ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on February 25, 2025

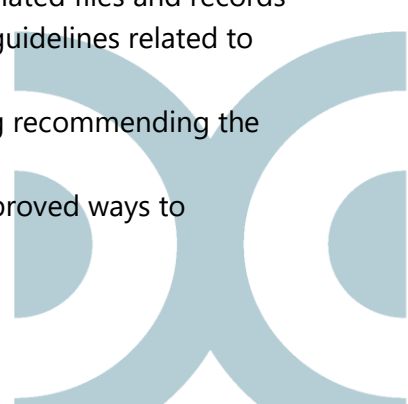
Reporting to the Engineering Review Lead, the Development Reviewer utilizes strong organizational and technical skills working with municipal staff, developers, utility providers, and many external agencies and authorities with a focus on collaboration with the Dufferin County Planning team to advance development applications throughout the County of Dufferin. The role actively engages in reviewing and commenting on various development proposals ensuring compliance with municipal requirements and standards such that impacts to County infrastructure are minimized and/or adequately addressed. Guided by the goals and objectives of the County’s Corporate Strategic Plan, and a commitment to the corporate values, this position will play a key role in realizing the County vision.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$45.65 - \$53.40 (January 1, 2025 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan OMERS
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you’ll do**

- Work collaboratively with internal departments and external agencies to ensure a coordinated approach to development review, with a focus on the County’s transportation network and infrastructure
- Review and provide technical comments on development and utility submissions including subdivision draft plans, site plans, engineering design drawings, utility applications, stormwater management reports, rezoning, municipal consent, and traffic related studies and reports
- Ensure that development proposals comply with applicable laws, regulations, municipal standards/design guidelines, and engineering best practice
- Perform on-site inspections to ensure compliance with regulations and the municipal infrastructure design standards
- Represent the Engineering Division at meetings with developers, engineers, consultants, and other stakeholders to discuss development proposals
- Give advice on the interpretation and application of the policies, standards, methods, and procedures of the Public Works Transportation Divisions
- Review and process permit applications including Entrance Permits, Road Occupancy, and Municipal Consent applications and approvals
- Responsible for records management with respect to development and utility related files and records
- Develop and maintain technical engineering standards, policies, and municipal guidelines related to development and infrastructure initiatives
- Establish the financial value of securities for development applications, including recommending the release or reduction of performance securities when warranted
- Contributes to departmental goals and objectives by recommending new or improved ways to



streamline service delivery

- Other duties as assigned

### What you'll bring

- University degree or college diploma in Civil Engineering or a closely related field
- Professional Engineering Designation (P.Eng.), registered with the Professional Engineers of Ontario (PEO), or Certified Engineering Technologist Designation (C.E.T.), maintaining membership in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- A minimum 3 years of experience in transportation, municipal development review and planning, and project management or related civil engineering discipline
- Strong technical knowledge in the discipline of civil engineering gained through experience working in a consulting firm, road authority, or similar environment
- Knowledge of the Planning Act and the planning and development process for a variety of development types
- Thorough working knowledge of Provincial, Federal, and Environmental legislation and regulations
- Working knowledge of the various Ontario Traffic Manuals, Provincial Standards and Specifications
- Excellent computer proficiency in GIS, MS Office, and other related software
- Excellent problem-solving skills, interpersonal and communication skills, and the ability to work both independently and as part of a team

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by March 28, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.