

Clarington

We're looking for a Development Review Technician to join Clarington's Planning & Infrastructure Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Reporting to the Manager, Development Engineering, the Development Review Technician will be responsible for technical review of engineering submissions pertaining to residential, industrial, commercial and institutional development projects, including all drawings and related reports, review of municipal approval requests and responding to inquiries from engineering consultants, the public and other government agencies. This role will be the first point of contact for public inquiries.

Key Responsibilities

- Reviewing of engineering design drawings for development proposals including, not limited to road design, lot grading and drainage, storm sewer system, stormwater management, utilities, streetscaping, etc. to ensure compliance with general engineering principles, Municipal policies, procedures, standards and by-laws and applicable Provincial legislation.
- Reviewing, analyzing and commenting on reports and studies pertaining to the development of site plans and subdivisions, including stormwater management, geotechnical, hydrogeological, environmental impact, traffic impact, noise, air emissions and any other engineering reports or studies.
- Providing comprehensive comments with respect to Development Engineering requirements and ensuring that recommendations of the reports and studies are implemented within the detailed design of the development.
- Administration related to development agreements including logging and tracking of conditions of approval, insurance, security and all other matters as may be addressed in a development agreement.
- Reviewing development construction cost estimates for administration purposes to ensure accuracy of the payment of relevant engineering fees to the Municipality and provision of

adequate security to guarantee completion of works and protection of Municipality's interests.

- Participating in site inspections of development projects to ensure compliance with the Municipality's requirements, standard engineering practices, as well as the Municipality's Design Guidelines.
- Identifying and reporting deficiencies to the developer's consultant and contractor for action and follow up.
- Other duties as assigned.

What you bring

- A diploma in Civil Engineering Technology or equivalent accreditation with the Ontario Association of Certified Technicians and Technologists as a Certified Civil Engineering Technologist, or equivalent education to the satisfaction of the Director of Planning and Infrastructure Services.
- A minimum of three (3) consecutive years' experience in engineering design/development and construction, or equivalent experience.
- Thorough knowledge of land development procedures, site servicing, development agreement administration and municipal procedures.
- Working knowledge of land development software including GIS based applications, municipal software systems and computer aided design programs.
- Working knowledge of general construction practices including earthworks, sewer construction, lot and rough grading, asphalt and concrete works.
- Demonstrated ability to provide a solution-oriented customer service approach using good judgment, creativity, strategic thinking, negotiation and problem-solving skills.
- Excellent written and oral communication skills and ability to work independently in a fast-paced environment with limited supervision.
- Proficient with Microsoft Office Suite including Word and Excel.
- Possession of a valid Ontario Driver's License Class "G" and access to a vehicle.
- Must be legally able to work in Canada.

What we offer

- Salary: \$65,859 to \$82,143 - Code 10 of the 2024 Inside Collective Agreement.
- Hours of work: 35 hours per week
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **September 26, 2025, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.