



Development Engineering Technologist

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Development Engineering, the Development Engineering Technologist is responsible for providing engineering and technical support to the Development Engineering Services Division of the Public Works Department. This division is responsible for providing engineering review and administration for all development related applications from commencement (pre-consultation) to implementation (construction) to final completion (deficiency review, certification and final assumption). This includes Site Plan, Subdivision, Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan Condition, Site Alteration, Building Permit circulation and Committee of Adjustment applications.

The Candidate

As a candidate for this position, you have received a post-secondary advanced diploma in Civil Engineering Technology and have a membership with the Ontario Association of Civil Engineering Technologists and Technicians (OACETT) with certification as a Certified Engineering Technologist (CET). You have three (3) years of experience in civil engineering and experience with the review and approval of development applications in a municipal setting, including design and construction.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary between **\$71,331 and \$86,785** and a comprehensive benefits plan. The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **September 30, 2024, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 60-2024

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. 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.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Development Engineering Technologist

Public Works Department

Duties and Responsibilities:

1. Development Engineering and Technical Support (95%)

- 1.1 Applies engineering principles, technical knowledge and skills with respect to the administration of various programs under the authority of the Development Engineering Division. Operations within the scope of Development Engineering include engineering review and administration of all development-related applications including:
 - a) Site Plan
 - b) Subdivision
 - c) Official Plan Amendment
 - d) Zoning By-law Amendment
 - e) Draft Plan of Subdivision
 - f) Draft Plan Condition
 - g) Building Permit circulation
 - h) Committee of Adjustment
 - i) Site Alteration
- 1.2 Exercise independent judgement in preparing, reviewing, and providing feedback on various technical/complex engineering documents, including technical reports, engineering drawings, specifications, quantity take-offs, cost estimates, complex agreements, technical proposals, policies, design standards, by-laws, etc. In exercising these duties, The Technologist will ensure compliance with town standards, policies and by-laws, industry standards and best practices in engineering.
- 1.3 Performs various types of field operations (inspections, investigations, etc.) related to development projects, evaluating safety and performance, and ensuring quality assurance with town standards, policies, by-laws, industry standards and best practices in engineering.
- 1.4 Coordinate, schedule and participate in site meetings with consultants, contractors, utilities and members of the public to communicate issues, work progress, and to provide feedback and direction.
- 1.5 Analyze complex problems and recommend innovative solutions while maintaining compliance with town standards, policies, by-laws, industry standards and best practices in engineering.
- 1.6 Respond to urgent matters encountered during construction (i.e. design discrepancies, unforeseen circumstances, etc.) and provide technical assistance in support of corrective measures that may be required.
- 1.7 Monitors, records and reports on the status of development projects, including construction progress, deficiencies, developer obligations, certifications, etc. throughout the development process, until subdivision assumption and/or final certification.

- 1.8 Attends pre-consultation meetings with developers, consultants and internal and external stakeholder agencies for development applications while providing guidance and direction concerning the expectations for engineering-related information to be included as part of a complete development application.
- 1.9 Prepares or reviews development agreements, including special provisions, financial schedules components, calculating costs sharing agreements, administrative fees and letter of credit requirements.
- 1.10 Makes recommendations to the Manager of Engineering Services with respect to the collection of fees, reduction of securities, acceptance of drawings, etc. including preparing associated drawings, letters, certificates, etc. for final authorization/sign-off by the Director of Public Works.
- 1.11 Liaises with and provides coordination between municipal legal counsel and the developer's legal counsel with respect to the review, revision, finalization and registration of development agreements.
- 1.12 Create and present drawings, pictures, maps, charts, spreadsheets and various types of presentation materials using Microsoft Office Suite products, AutoCAD and ArcGIS.
- 1.13 Receives and answers technical and policy related engineering inquiries including liaising with Council, the public, developers, contractors, consultants, utilities, municipal and other government agencies.
- 1.14 Investigates insurance and/or damage claims associated with development-related lines of business in cooperation with other departmental team members, claims adjusters, legal representatives, etc.
- 1.15 Attend Council, Committee and public meetings to present reports, provide updates, and answer inquiries.

2. Other (5%)

- 2.1 Performs all duties and responsibilities, including engineering reviews, comments, inspections, etc. while ensuring municipal standards, policies and by-laws, associated regulations, industry standards and best practices.
- 2.2 Maintains detailed and accurate records related to all duties and responsibilities performed.
- 2.3 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 2.4 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-Secondary advanced diploma in Civil Engineering Technology.

License, Registration and Training

- Membership with the Ontario Association of Civil Engineering Technologists and Technicians (OACETT) with certification as a Certified Engineering Technologist (C.E.T.); and
- Valid and unrestricted Class "G" driver's license with access to reliable transportation and be able to travel to various work locations across the Town.

Experience

- Three (3) years of experience in civil engineering.
- Experience with review and approval of development applications in a municipal setting, including design and construction.

Knowledge/Skills/Abilities

- Working knowledge of relevant statutes, regulations, policy statements, processes, by-laws, and best practices applicable to water and wastewater, engineering, roads and transportation.
- Knowledge of occupational hazards pertaining to public works maintenance, engineering and construction work and of effective safety control and precautionary methods.
- Analyze and solve complex problems, recommend innovative and practical solutions, and mediate conflicting interests.
- Prioritize and organize high volume of assignments.
- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Listen, engage and interact skillfully and professionally with customers, developers, stakeholders and the public.
- Demonstrated experience with sewer and water system modeling software and principles.
- Proficient with Microsoft Office Suite (Word, Outlook, Excel, Access, etc.).
- Proficient with AutoCAD and ArcGIS or similar types of software.
- Proficient with surveying equipment.
- Good understanding of construction documents, drawings, and specifications.
- Good organizational skills.
- Ability to work independently and effectively with others as part of a team.
- Ability to handle competing time constraints, priorities and deadlines.
- Good written and verbal communication and interpersonal skills.

A combination of education, training, and experience may be considered.