



**GEORGINA**

## Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



# Development Engineering Technologist

(Job ID# 2018.81)

**Department:** Development Services  
**Division:** Development Engineering  
**Location:** Civic Centre  
**Status:** Permanent Full Time  
**Number of Positions:** 1  
**Salary Range:** \$38.32 – 42.58  
**Date Posted:** June 19, 2018  
**Date Closing:** July 3, 2018

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position Purpose:** Responsible for the technical review of engineering submissions pertaining to residential, industrial, commercial and institutional (ICI) development projects, including all drawings and related reports. Acts to ensure compliance with Town standards and conditions of approval through the preparation and administration of development agreements.

**Qualifications:** Three year Civil Engineering Technologist diploma from an accredited College/University; Certified Engineering Technologist (CET) designation; or designation in progress; Certification and current membership with the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.) and minimum of five (5) years of relevant experience. ***For full details, please see attached job description.***

**How to apply:** Qualified applicants are invited to submit a detailed resume with cover letter indicating how your qualifications meet our requirements. Please apply in confidence by **July 3, 2018, quoting file #2018.81** to [careers@georgina.ca](mailto:careers@georgina.ca) or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

### **Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this 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.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## **JOB DESCRIPTION**

**DEPARTMENT:** Development Services  
**JOB TITLE:** Development Engineering Technologist  
**DIVISION:** Development Engineering Division   **JOB NO:** 37  
**LOCATION:** Civic Centre                                   **GRADE:** 17  
**DATE REVISED:** September 2017

Previous Revisions: April 2014, June 2013, July 2011, June 2008, February 2007, August 2005, April 2001

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### **PRIMARY FUNCTION:**

Responsible for the technical review of engineering submissions pertaining to residential, industrial, commercial and institutional (ICI) development projects, including all drawings and related reports. Acts to ensure compliance with Town standards and conditions of approval through the preparation and administration of development agreements.

### **SUPERVISION RECEIVED:**

Development Engineer and Manager of Development Engineering or Designate

### **DIRECTION EXERCISED:**

Gives working direction to engineering consultants, developers, contractors and builders with regard to development design requirements, implementation and suitability, submission requirements and operational protocol.

Gives working instructions, guidance and assistance to seasonal and/or temporary employees as required.

Provides occasional guidance to Development Inspector on assigned projects.

### **WORKING PROCEDURES:**

Reviews detailed engineering designs and drawings for site plans (ICI), subdivisions, both residential and industrial and condominiums including but not limited to: roads, lot grading and drainage, water distribution system, sanitary sewer system, storm sewer system, stormwater management, utilities, streetscaping, etc. to ensure compliance with Town's Development Design Criteria, Draft Plan Conditions and standard engineering practices.

Reviews, analyzes and comments on reports and studies pertaining to the development of site plans and subdivisions, including stormwater management report, geotechnical report, hydrogeological report, watermain analysis, sewer analysis, environmental impact study, traffic study, noise study, air emissions study, urban and architectural design guidelines, and engineering studies and analysis related to submissions, etc. Provides comments with respect to Development Engineering Division requirements and ensures that recommendations of the reports and studies are implemented within the detailed design of the development.

Assists in the preparation of development agreements including but not limited to: site plan, subdivision, condominium and pre-servicing agreements. This shall include the preparation of the draft agreement body together with the preparation and review of all schedules appended to such agreements.

Administration related to development agreements including preparation of reports to Council for approval, by-law preparation, and logging and tracking of conditions of approval, insurance, security and all other matters as may be addressed in a development agreement in cooperation with the Engineering Secretary.

Reviews Form 1 applications together with supporting engineering design drawings, and water system analysis reports respecting the issuance of Drinking Water Works Permits for purposes of recommending execution by the Director of Operations and Infrastructure.

Reviews Environmental Compliance Applications together with supporting design drawings and all associated reports respecting the issuance by the Ministry of the Environment and Climate Change for approval of development sanitary and storm sewer systems and stormwater management facilities.

Conducts regular site inspections at various stages of development: at design stage to ensure that proposal is compatible with Town requirements and feasible; during construction of municipal works to ensure compliance with all regulations, requirements and standard engineering practices; at various stages of acceptance of works to ensure turnover of quality product to the Town and to provide security reduction recommendations.

Undertakes formal communications and coordinates activities with government regulatory agencies, technical, professional, business executives, professional consultants, developers, builders, contractors, internal departments and stakeholders and external agencies and the general public.

Reviews Planning Act applications and may represent the Development Engineering Division at Pre-Consultation Meetings for Official Plan Amendments, Zoning By-law Amendments, Plan of Subdivision, Plan of Condominium and Site Plan Control, to provide preliminary comments and outline the Development Engineering Division's requirements for the submissions.

Coordinates all internal and external agency comments relating to site plan applications and provides detailed response to the consultant and applicant.

Reviews and analyzes development construction cost estimates for administration purposes to ensure accuracy of the payment of relevant engineering fees to the Town and provision of adequate security to guarantee completion of works and protection of Town interests.

Participates at Pre-Construction meetings with developers, consulting engineers and contractors to ensure proper administration of development approvals including but not limited to: payment of applicable fees, provision of securities and liability insurance are in place and all agency approvals have been obtained.

Participates in regular site inspections at various stages of the development to ensure compliance with Town requirements, standard engineering practice, as well as, the Town's Inspection and Construction Guidelines. Identifies and reports deficiencies to the developer's consultant and contractor for action and follow up. Site inspections include:

- Pre-development review of the site to ensure compatibility of the design with the surrounding lands and to identify any additional reports/design which may be required or to determine any other issues that may arise due to land development.
- Construction inspection during servicing and road construction to ensure that Municipal and Provincial requirements are adhered to. Inspections include but are not limited to underground servicing (storm and sanitary sewer installations, their related manholes, catch basins, service laterals, watermain installation, etc.), above ground servicing (roads, curbs, sidewalks, utility hardware, etc.) to ensure compliance with the approved drawings, Design Criteria and standard engineering practices.
- Detailed inspection of services, roads and stormwater management facilities together with the Consulting Engineer to ensure all infrastructure is acceptable for Preliminary Acceptance of Underground Works, Preliminary Acceptance of Above Ground Works, and Final Assumption.

Ensures all documentation/certification, inspections, tests, etc. are submitted, carried out and completed as may be required to ensure an acceptable standard of quality assurance and control for Preliminary Acceptance of Underground Works, Preliminary Acceptance of Above Ground Works and Final Assumption. Examines requests for security reductions at each stage and provides recommendation to Development Engineer or designate.

As the Town's representative, attends regular on-site construction meetings with developers, consulting engineers and contractors, etc. to resolve problems, mediate issues, coordinate site activities and provide and respond to action items.

Undertakes formal communications and coordinates activities with government regulatory agencies, technical, professional, business executives, professional consultants, developers, builders, contractors and the general public.

Gathers engineering information and site surveys as required and updates engineering standards and Town practices to keep up with industry best practices and regulatory agency requirements.

Prepares various documents from studies, analysis, surveys, etc. as required.

Assists in division budgetary processes.

Liaises with internal and external departments and agencies to achieve project objectives and improve customer services.

Ensures the preparation of development agreements and schedules for site plans, subdivisions, pre-servicing, etc.

Develops and prepares working criteria, procedures and checklists.

Undertakes, coordinates and delivers special projects and applicable Capital Projects as required, for the Development Engineering Division

Investigates public complaints/inquiries and coordinates with homeowners/engineering consultants to resolve issues.

Ensures project testing and Town's requirements are met prior to issuance of various certificates and that conforming deficiencies are rectified at the end of the maintenance period.

Ensures that all construction activities are carried out in accordance with the elements of the agreement/contract, municipal engineering standards, Ministry safety regulations, municipal by-laws and other applicable policies/legislation.

Composes letters, memos and/or reports in response to public/inter-departmental/Council inquiries on related development activities and on assigned projects. Completes documentation and reports daily or as required.

Attends and makes presentations at Council/Committee and/or Public Meetings, as required.

Provides maps, aerial photographs, and computerized drafting services for various departments, as required.

Provides comments and/or recommendations/suggestions/advice on new equipment acquisition, technology and GIS implementation.

Participates in the Town's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Duties in respective areas may be assigned to enhance/achieve corporate vision.**

**SKILL/KNOWLEDGE REQUIREMENTS:**

Three year Civil Engineering Technologist diploma from an accredited College/University;

Certified Engineering Technologist (CET) designation; or designation in progress

Certification and current membership with the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.);

Minimum of five (5) years of relevant experience in engineering design/development, construction, or equivalent is required; Municipal experience is an asset;

Excellent grammar and report-writing skills including ability to professionally type and prepare own reports and correspondence and electronically file same.

Open to learning new skills and professional development initiatives including, but not limited to GIS based applications, municipal systems software and computer aided design programs.

Thorough knowledge of land development procedures, site servicing, Civil Engineering infrastructure construction and development, development agreement administration, contract administration and municipal procedures;

Working knowledge of general construction practices including earthworks, sewer and watermain construction, lot and road grading, asphalt and concrete works; proven success in large scale Capital projects in Public works an asset.

Working knowledge of Ontario Traffic Manual Book 7, O.P.S.S. and O.P.S.D., Ministry of Environment (MOE) Stormwater Management Planning and Design Manual, MOE Design Guidelines for Drinking Water Systems, MOE Design Guidelines for Sewage Works, Occupational Health and Safety Act, Ontario Municipal Act, Planning Act;

Thorough knowledge of Civil Engineering practices pertaining to Industrial, Commercial, Institutional and Residential Subdivision development, design and construction, contract administration, development agreements and municipal procedures;

Proficiency in the use of computers, including Microsoft Outlook, Word and Excel, AutoCAD, ArcMap and GIS. Working knowledge of water system design and hydraulic analysis software, stormwater management design software, streetlight and lighting design software and Microsoft project software an asset;

Skill and efficiency required in use of drafting equipment, including computer related drafting/designing applications, surveying equipment, print machines, concrete and soil testing equipment, word processing and other software/applications applicable to Civil Engineering;

Minimum Class "G" driver's licence required; Driver's Abstract in good standing required to operate Corporation vehicles.

Exceptional organizational, research, investigative, creative, analytical, interpersonal and communication skills coupled with flexible and strong team playing skills;

Up to one (1) year period of adjustment, orientation and adaptation on the job.

