



**Employment Opportunity**  
**Development Services - Engineering Technologist x2**  
**(C.U.P.E. Local 1785-01)**  
**Development Services**

Permanent Full Time

Job Rate: \$39.40 per hour (35 hours/ week)

Reporting to the Manager of Planning Services, the Development Services - Engineering Technologist is responsible for providing engineering services in support of development applications.

Primary duties include, but are not limited to:

- Review and comment on development applications.
- Direct, and coordinate comments with, the Township's Engineering Consultant, and resolve outstanding design issues using standard engineering principles and practices.
- Prepare and administer subdivision and site plan agreements, and other tracking documentation and monitor subdivision and site plan developments.
- Monitors and documents project management related matters, priorities, and offers creative solutions in the approach to be taken in discussion with the Manager.
- Process security reduction requests and prepare recommendations accordingly.
- Prepare Council reports and By-laws related to subdivisions such as agreement approvals and assumptions.
- Conduct site inspections to verify compliance with engineering standards and approved plans for maintenance and assumption, and resolve outstanding development related field issues.
- Reviewing and approving Site Alteration Applications and updating the Site Alteration By-law.
- Investigate, analyze, review and address inquiries regarding engineering issues for residents, applicants, consultants, and outside agencies.

**Qualifications:**

- A three year college diploma in Engineering Technology with Certified Engineering Technology (CET) designation with The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or working towards a designation.
- Possess a minimum of one (1) year diversified experience in the municipal field with specific emphasis relating to subdivision and site plan agreement administration and OBC design and approvals.
- Demonstrated experience in residential subdivision development, engineering design, inspection, and contract administration.
- Demonstrated knowledge of financial matters related to all types of development, including performance security management.
- Equivalent combination of education and experience may be considered
- A valid Ontario Class G driver's license and access to a reliable vehicle for business purposes

## **Skills and Competencies:**

- Advanced computer application skills in Excel, Word, PowerPoint, GIS, and AutoCAD
- Excellent research, analytical and mathematical skills
- Strong organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
- Ability to work independently and effectively with developers, consultants, residents, members of Council, agencies and the public.
- Excellent verbal and written communication skills.
- Capable of working under pressure and handling multiple concurrent projects, establishing priorities and meeting changing deadlines.
- Ability to work independently with minimal supervision
- Flexibility to work beyond normal hours of work including evenings for Council and Committee meetings as required and when workload dictates
- Proven knowledge of development engineering processes for review and approval of residential site plans, residential infill lots and subdivisions for building permits
- Knowledge of Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual, Accessibility for Ontarians with Disability Act, O.Reg. 588/17 other relevant regulations.

## **The successful candidate must provide, prior to commencing employment:**

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

**NOTE:** We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing, no later than 4:30 p.m. on **Friday, May 10, 2024**. Replies should be addressed to Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca).

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**