



Development Engineering Coordinator POSTING No. 201747

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Manager of Development Engineering, this position is responsible for the review and approval of development applications to ensure compliance with solid engineering practices and applicable standards as established by governing agencies. This position will also assume the duties and responsibilities of Manager of Development Engineering as required.

Accountabilities:

- Evaluate, review and approve subdivision and site plan engineering drawings and associated engineering reports
- Evaluate, approve and provide engineering terms and conditions for development agreements
- Review and approve all letters of credit for development applications
- Administer development agreements from approval stage to the release of securities
- Represent the department at meetings with outside agencies, Region of Halton and Town of Halton Hills departments
- Respond to front counter, telephone and e-mail inquiries relating to development-related concerns and questions
- Provide the highest standard of customer service for both internal and external customers of the department, in compliance with the Town standards
- Coordinate reviewed approval of numerous projects with development engineering staff
- Assist in the administration of the site alteration by-law
- Perform other job related duties
- Assume the role and responsibilities as Acting Manager as required

You possess:

- 3 year diploma in Civil Engineering Technology Program or equivalent education and experience
- Post-graduate courses in stormwater management, noise abatement, transportation and geotechnical
- Registration with O.A.C.E.T.T. with a Certified Engineering Technologist (C.E.T.) designation
- 10 years of experience in a municipal engineering environment
- Applied knowledge of current standards for stormwater management techniques
- Applied knowledge of current Ontario Provincial Standards, and development agreement process
- Customer-service oriented with ability to provide technical guidance to staff and the public in a clear and concise manner
- Excellent communication skills, and a high-level of professionalism and confidentiality
- Ability to deal effectively with Town staff, elected officials, external agencies, developers, consultants and the public
- Strong financial analysis skills

- Ability to prioritize workload, meet deadlines, be detail-oriented and accurate
- Ability to collaborate and maintain relationships between various departments and external agencies
- Ability to utilize computer software as necessary including Microsoft office
- Physical ability to perform activities on development construction sites in all types of seasonal weather conditions, and lifting of up to fifty pounds as required
- Valid Ontario Class 'G' Drivers' license with a clean drivers' abstract and access to a personal vehicle

Compensation:

The salary range for this full time is \$73,859 - 87,927 per annum.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., October 27, 2017. Please quote Posting No. 201747 on your cover letter. Please apply using only **one** method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201747

Email: humanresources@haltonhills.ca (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca