



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence, Bilingualism

## ENGINEERING TECHNOLOGIST – DEVELOPMENT COORDINATOR

Engineering – Job # P1228

**CLOSING DATE: NOON – APRIL 9, 2024**

**JOB SUMMARY:**

This position reports to the Director of Engineering for items of an administrative nature and may receive assignments and guidance from others in the Engineering department.

This is technical work requiring extensive technical knowledge to complete a variety of highly complex assignments in the field of municipal engineering with emphasis on co-ordination and administrative work in the negotiation, review, planning, design, construction, maintenance, and city acceptance of the developer constructed subdivision and site development. Work also involves the application of project management skills related to subdivision and site development with emphasis on the negotiation, review, approval, and acceptance of the works.

Knowledge of GIS (Geographic Information Systems) related software is required for the review, upkeep and hyperlink connection of City infrastructure and records for all easements, right of ways and other installations to the City GIS system. This position is responsible for the review and approval and acceptance of work as they relate to various developer construction subdivision and site development which are managed by the Engineering Department. The work is primarily carried out in the office but will also require working outside for inspections and other reasons.

Persons in this position must have the ability to take on new tasks as technology progresses and are expected to keep up to date with the technology and are expected to work autonomously taking on assignments with little or no supervision.

**APPLYING FOR THIS POSITION:**

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.



### **WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#)    [City of Moncton Salary and Wage Scale](#)

### **EDUCATION:**

- High School graduate or equivalency
- Successful completion of a technical course in a field directly related to municipal engineering that is accredited by the New Brunswick Society of Certified Engineering Technicians and Technologists at the Technologist Level. Must be eligible to become a member and maintain membership in the Association as a Professional Technologist (P.Tech or CET).

### **EXPERIENCE:**

- Minimum of six (6) year' work experience in the area of municipal engineering or related field. The required experience can be a combination of related work experience and course experience at the college or undergrad level.

### **LANGUAGE:**

- English essential. The ability to communicate in both official languages is considered an asset but is not a requirement for this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge, skills and experience in the operation of computers with emphasis in civil engineering and related software programs such as computer aided design (CAD), standard design software (e.g. Adobe Acrobat, maintenance management systems, GIS) would be considered an asset.
- Advanced ability to utilize standard administrative programs (E.g., MS Office) is required.
- Possess excellent organizational and time management skills.
- Possess excellent technical writing skills to maintain accurate, complete, and current records.
- Possess excellent, communication skills, judgement, diplomacy, and exercises discretion.
- Knowledge of development guidelines, municipal specifications, etc. is considered an asset.
- Must have working knowledge and be compliant with the NB Occupational Health and Safety Act and its regulations as well as the Provincial Crown Construction Act.
- Manages all aspects of carrying out development review duties, fulfilling a variety of increasingly complex tasks and carry out multiple assignments concurrently such as all development review assignments, calculations, data collection, entry and analysis, mapping, interpretation of drawings, editing and maintenance of datasets, conduct testing of electronic data for compliance with City standards.
- Attention to detail is very important for people working in this position. Errors will cause inconvenience, delays in work schedules, additional costs and may lead to unsafe conditions on worksites.

**OTHER:**

- Must possess a valid New Brunswick Class 5 driver's license.

**CONTACT:**

- May have contact with members of the general public, City employees, various government departments and utility companies, contractors, consultants, surveyors, developers, etc. Some contact with Department Heads with relation to subdivision and site development.
- The purpose of these contacts is to address questions, inquiries, requests, or complaints and to generally provide information, discuss techniques, procedures, and priorities to solve a variety of inter-related organizational and technical problems, particularly in the area of expertise that may be assigned to persons in this position.
- Requires behavioral characteristics that reflect the best interests of the Corporation and community at large.

**SUPERVISION:**

- This position will work with little or no supervision; daily problem-solving tasks are completed with little assistance from others.
- Work is assigned with limited instruction by the supervisor(s) and may be carried out in conjunction with other department personnel who may provide guidance. This position requires a level of responsibility and ability to be able to work independently and responsibly with a minimum of supervision, within established policies, procedures, and guidelines.
- Work will be rarely reviewed by the supervisor(s) for completeness, accuracy and results obtained.
- Limited supervisory responsibility over contractors, casuals, and student employees and/or other personnel on various projects. Persons in this position will be required to assist with training and mentoring of other employees in how to perform tasks and duties and will be required to oversee their work.

**CONDITIONS OF WORK:**

- All employees must comply with Council and Corporate adopted policies (i.e., Attendance Management, Respectful Workplace and Health and Safety).
- Work requires a moderately high level of attention with relatively long periods of concentration, some physical effort and is normally performed under office and field conditions. Work is occasionally performed outside on engineering assignments with exposure to inclement weather, vehicular traffic, and occupational hazards, particularly on construction sites.
- Must be capable of performing work duties under moderately stressful situations and be available to work overtime as may be required from time to time.
- Salary, benefits, and hours of work as per CHEA Agreement / PSAC Local 60200.

**ADDITIONAL COMMENTS (IF ANY):**

- This position involves working with sensitive and confidential information related to subdivision and site development.