

JOIN OUR TEAM!



THE ROLE

Development Technologist

This is a temporary full-time (until approximately September 5, 2025) role at the County, with an hourly compensation range of \$29.708-\$34.391 (plus temporary Labour Market Wage Adjustment \$8.00/hour).

THE OPPORTUNITY

The Planning & Development Team is seeking a detail-orientated professional to ensure development compliance with legislation and county policies.

You will conduct site inspections, review engineering aspects of applications, and provide input on diverse projects such as subdivision plans, site development, and environmental assessments.

You'll ensure adherence to County Design Standards, Provincial Policy, with engineering best practices.

THE PERKS

- Hybrid Work Options
- 35 Hour Work Week
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- Defined Benefit Pension
- Banked Time-Off



- High School Grade 12 Graduation, plus additional College program
- Architectural, Engineering Technologist/ Technician Program



- Over 3 years of current related experience, orientation, training & adjustment of the job itself



- Reasoning
- Cognitive Flexibility
- Interpersonal Communication

THE COUNTY

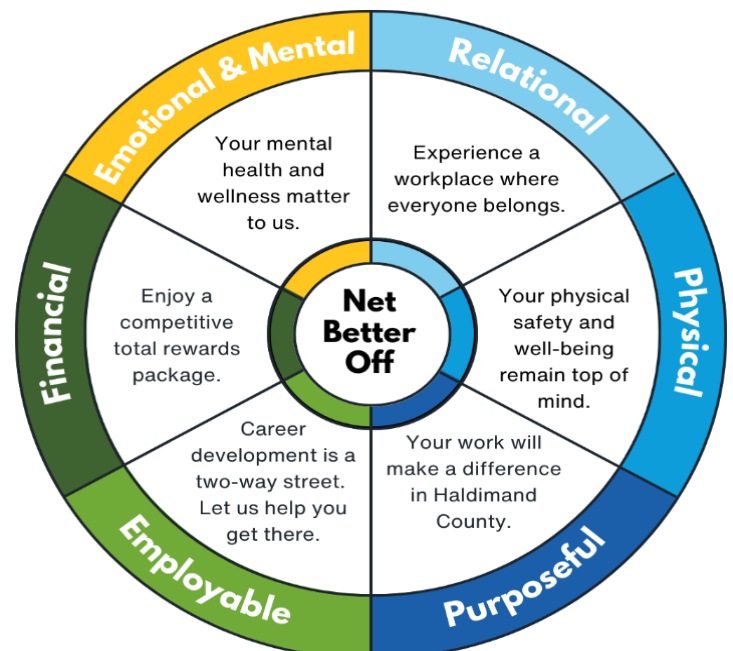
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **February 8, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Development Technologist, Planning & Development

POSTING #: CUPE-2024-04	Employer Group: CUPE Local 4700
POSTING PERIOD: January 25 – February 8, 2024	Reporting To: Manager, Planning & Development
Grade: 8 Wage Range Hourly: \$29.708-\$34.391 (Jan 2023) *plus temporary Labour Market Wage Adjustment \$8.00/hour	Position Status: Temporary Full-Time (until approximately September 5, 2025) Hours Worked Per Week: 35 Location: Haldimand County Administration Building

CORE COMPETENCIES:

Reasoning| Cognitive Flexibility | Interpersonal Communication| Initiative | Project Management

POSITION SUMMARY:

The incumbent will work within applicable legislation and county policies/procedures. They will apply expertise to complete site inspections to ensure appropriate development and compliance to approved development plans. Moreover, they review, provide comments and recommendations on all engineering aspects of development applications including Plan of Subdivision, Site Plan, Severance, Minor Variance, Re-zoning, Lot Grading, Road and Bridge Construction, Road Closures, Utility Construction, Environmental, Demolition, Site Rehabilitation. This includes the review of drawings, calculations, reports, agreements, legal surveys, easements, quantity and cost estimates, Ministry of Environment Applications, security estimates and legal documents to ensure compliance with County Design Standards/ Policies, Provincial Policy, other authorities having jurisdiction and good engineering practice. Lastly, they will provide engineering input into engineering master plans, environmental assessments, secondary plans or other municipal design matters (i.e., trails, park development, waterfront improvements, municipal facility design).

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- High School Grade 12 graduation plus an additional College program of over two and up to three years, or equivalent (such as Architectural or Engineering Technologist/Technician program)
- Special consideration will be given to applicants with:
 - Current membership with the Ontario Association of Certified Engineering Technicians & Technologists (OACETT).

Experience

- Over three years, up to and including four years current related work experience and orientation, training & adjustment on the job itself.
- Or equivalent to that combination.

Knowledge/Skills

- Proven communication skills (verbal, aural and written)
- Proven presentation and graphic skills
- Proven research skills
- Proven ability to work independently or as part of a team
- Ability to effectively manage time and multi-task

- Ability to problem solve and apply creativity to design and development solutions
- Valid Ontario driver's license and a reliable vehicle, as some travel is required
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result;
 - Solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently;
 - Knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae).

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Comply with all corporate policies and procedures.

People

- Assist and/or liaise with other divisions / departments within the organization, external agencies, contractors, and the general public on technical design matters.
- Address public and Council concerns via front-line counter discussions, meetings, phone discussions, email, and written correspondence.

Money/Asset

- Assist in annual budget preparations.

Functional

- Development Projects
 - Review and provide comments and recommendations on as-constructed drawing submissions and related documentation submitted by developers.
 - Review, provide comments, and recommendations on developer requests for reduction in securities
 - Provide assistance and direction to developers and their consultants.
 - Assist with contract, project, and consultant management for in-house projects and projects requiring peer review services.
 - Assist in the development of Master Servicing Plans for urban areas and Environmental Assessments for infrastructure projects.
 - Coordinate and interact with Senior Planners, the Traffic & Corridor Technologist, Municipal Technologists, Engineering Project Supervisors and other County staff on engineering design and development aspects of their work.
 - Attend meetings and public information sessions, as required.
 - Participate in various County committees as the Planning & Development Division representative.
- Administrative Duties:
 - Co-ordinate and assemble comments from other various divisions on all development applications.
 - Assist with research for and preparation of reports for senior staff and Council.
 - Maintain filing system for drawings, maps, photographs, and project files.
 - Assist with the maintenance of the infrastructure databases.
 - Research County files and archives and assemble packages to assist developers and their consultants.
 - Prepare reports, memos, correspondence, journals, and file documentation on subject matter related to the responsibilities of this position.
 - Assist in the assessment of requests for sanitary allocation by developers and the maintain the sanitary allocation database.
- Legislative Requirements:
 - Assist with the development and updating of design standards, standard agreements and standard procedures to ensure conformity with all provincial legislation and regulations and good engineering

practice. Maintain knowledge of municipal best practices in this regard.

All Haldimand County employees are expected to:

- Work safely and respect others in the work place
- Maintain confidentiality
- Work within policies and procedures determined by Haldimand County and / or legislation relative to the function

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

WORKING CONDITION(S):

- Regular Business Hours: 8:30am-4:30pm, Monday to Friday

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.