

### Engineering Technician I

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to, and under the direction of the Project Engineer (Development), the Engineering Technician I is responsible for:

- detailed review and providing comments on all grading plans, including individual house siting plans and servicing plans for commercial/industrial/residential developments;
- assisting with the processing of plans prior to the issuance of building permits and providing review and comments on Cost Estimates and Development agreements;
- providing comments on Land Division, Site Alteration and Committee of Adjustment applications;
- reviewing and commenting on site plan and zoning engineering submissions, engineering reports, subdivision engineering submissions and storm water management reports as they relate to development applications;
- reviewing and upgrading engineering standards in consultation with supervisory staff; and,
- other duties as may be assigned.

As the successful applicant, you possess:

- a post-secondary diploma in Civil Engineering from a recognized Community College;
- a minimum of three (3) years of related experience in the municipal field, specifically relating to land development;
- a thorough working knowledge and understanding of municipal design criteria and engineering requirements, surveying, and Ministry processing;
- experience in project coordination and communication with different departments agencies and/or consulting companies;
- demonstrated intermediate level knowledge of MS Office Suite;
- strong reasoning, negotiation, technical, analytical, research, and problem solving skills;
- the ability to prioritize and organize work in order to meet deadlines;
- the ability to work independently in a team environment;
- excellent communication skills, verbal and written;
- the ability to exercise discretion, judgement and diplomacy;
- strong interpersonal and public relations skills in order to establish and maintain effective working relationships with staff, contractors and the public; and,
- a valid, unrestricted Class "G" Licence in good standing with access to a personal vehicle.

**Salary:** \$51,815 - \$64,756 per annum

**Hours:** Monday to Friday – 8:30 a.m. to 4:30 p.m.

**Application Deadline:** Friday, January 18, 2019

**Application Instructions:** To be considered for this challenging opportunity, please apply through the Town of Whitby website; [Current Opportunities](#).

**Please quote reference number: 18-F027-48.**

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.