



Posting Id	3024
Department	Infrastructure and Engineering Services
Division	Infrastructure Planning and Development Engineering Subdivisions and Stormwater Management
Section	
Job Grade	SEA35 Grade 06
Rate of Pay	\$80,968.00 - \$95,262.00 Annual
Job Type	Permanent Full Time
Employee Group	SEA
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	05/16/2025
Application Deadline	06/06/2025

## Development Engineering Technologist

### Position Summary

Reporting to the Program Manager, Engineering Permits, the Development Engineering Technologist processes, investigates and resolves grading and drainage complaints under the Site Alteration By- Law, and performs technical review of engineering grading/servicing plans for Site Alteration Permits.

### Key Duties and Responsibilities

- Receive site alteration complaints, and maintain tracking database
- Collect pertinent information regarding the subject property and adjacent area, and conduct site inspection Identify potential causes and required grading solutions, identify violations under site alteration bylaw, issue compliance orders and undertake compliance inspections
- Ensure issues related to a violation have been rectified according to compliance order, and escalate to by-law enforcement for non-compliance, as appropriate
- Provide technical review of grading/servicing plans submitted for swimming pool and infill residential site alteration permits
- Conduct site inspection to verify existing site condition and potential design concerns, review and complete technical calculations to ensure adequate design of proposed plans, and verify against as-built information
- Determine requirements for easements for municipal services as well as road widening in conformance with road designations
- Determine if grading, servicing or land conveyance agreement is required with the City
- Approve final engineering plans and enter into the records system
- Conduct inspection of site grading in response to request for release of site alteration permit security
- Prepare inspection reports to ensure conformity to approved plan, and identify any deficiencies to be rectified
- Conduct site meetings with stakeholders to inform of deficiencies, and conduct follow up inspections as necessary to ensure deficiencies have been rectified
- Recommend release of permit security deposits to Finance
- Process and issue site alteration permit applications
- Coordinate inspection of existing service connections, and coordinate any other approvals and clearances required from internal departments, or external agencies
- Issue permits once all criteria are met
- Respond to enquiries via phone, email or in-person as appropriate from both internal and external stakeholders as required
- Provide input for improvement to standard procedure for processing grading complaints, revision to City Standards, amendments to review checklists and permit processing procedures
- Propose use of new technical measures or guidelines for control of stormwater including design alternatives

### Education and Experience

- Diploma in Civil Engineering Technology or related discipline
- Certified Engineering Technologist (CET) is required
- 4 years engineering experience or equivalent

### Required Skills/Knowledge

- Proficient in Microsoft Office Suite, and engineering software (Bluebeam)
- Familiarity with reading and interpreting standards, specifications and by-laws
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Experience in lot grading and servicing design and interpreting engineering plans
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Regular office environment with occasional field inspection

- Potential exposure to heat, cold, rain, and noise during field inspections
- Demonstrate the City's corporate values of care, collaboration, courage and service

### **Leadership Competencies**

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

### **To apply:**

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/3024/>. Application deadline is June 6, 2025, at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.