

Development Engineering Technologist



Reporting to the Manager of Development Engineering, the Development Engineering Technologist is responsible for review, approval, securities and inspection of development applications for site plans and subdivisions, infill lots, site grading plans for building permits, site servicing permits, driveway widening and swimming pool enclosure applications and other development applications. In addition, this position provides technical support to the team as required and is responsible for inspection of Stormwater Management capital projects and maintenance inspections.

Job Duties Include

The responsibilities and duties of this position includes but is not limited to:

- Provides technical support by reviewing and recommending approval for engineering design, engineering drawings
- Reviews and approves submitted plans for residential siting, infill, small residential site plans
- Reviews and approves applications for driveway widening and swimming pool enclosure permits
- Leads and coordinates construction and preconstruction meetings
- Attends interdepartmental meetings, meetings with consultants, contractors, government agencies and other departments on projects and studies
- Responds to customer concerns by resolving conflicts and facilitating the negotiation of solutions at the front counter, phone and e-mail
- Provides engineering comments on planning applications, Committee of Adjustment applications and land division applications
- Assists with administering security reductions/release requests for subdivisions, site plans and residential infill building permits
- Reviews, processes and responds to grading, fencing, driveway complaints and enquiries through site inspections
- Conducts site inspections to ensure compliance with approved engineering drawings, standards, specifications, Occupational Health & Safety Standards and Ontario Building Code
- Identifies and resolves potential issues and or deficiencies at construction sites.
- Documents results of site inspections and construction meetings, in accordance with departmental policies and procedures, and good engineering practice
- Establishes maintenance dates and reviews Letter of Credit reduction requests by performing inspections to ensure work has been completed satisfactorily and that sufficient securities are retained by the Town to complete any outstanding work or repair any deficiencies
- Conducts inspections of new construction and existing Stormwater Management Facilities and review of Stormwater Management reports
- Obtains and reviews the 'as-built' drawings for projects

Qualifications/Skills

- Relevant University or College diploma in Civil Engineering and a minimum of 5 years relevant experience in engineering design review, review of engineering reports and site inspections, or a combination of training education and experience deemed equivalent
- Certified Engineering Technologist (C.E.T.) designation

- Proven knowledge of development engineering process for review and approval of residential site plans, residential infill lots and subdivision sittings for building permits.
- Good communications skills (written, verbal and listening) to interact with staff, manager, the public and contractors
- Good customer service, interpersonal, conflict resolution and organizational skills
- Knowledge of regional and provincial design criteria and standard drawings, Ontario Building Code, Occupational Health and Safety Act, Highway Traffic Act, Municipal Act, Conservation Act, and good engineering practices
- Proven skills in Microsoft Office (Word, Excel, Outlook and Power Point), AutoCAD and AMANDA (considered an asset)
- Ability to work with minimal supervision.
- Must hold a valid Ontario Driver's "G" License with a clear driver's abstract
- Able to provide a clear Criminal Record Check that is current (completed in the last 6 months), upon being hired.

What is Offered to Staff

- **Rate of Pay:** \$39.48 - \$42.09 per hour
- **Hours of Work:** This is a non-union position that works a 35 hour work week. The hours of work are 8:30 a.m. – 4:30 p.m. and are in accordance with Schedule A of the Collective Agreement.
- **Benefits** - The Town offers full-time staff a comprehensive benefit package with paid sick and vacation leave; Parental Leave Top-up; Employee & Family Service Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension).

How to Apply

To learn more about this exciting opportunity, go to www.ajax.ca and apply by midnight on November 23, 2025.

Equal Opportunity Employer

The Town of Ajax is committed to employment equity and building a workplace where all employees feel valued, respected and supported. We welcome applications from candidates of all backgrounds, especially those who have been historically excluded, including Black and Indigenous people, racialized communities, disabled persons, 2SLGBTQIA+ individuals, and others facing systemic inequities. If selected for an interview, you will be provided with an opportunity to indicate your access needs. We are committed to ensuring an accessible and respectful hiring process.