

## Job Information

Job title	<b>Senior Development Engineering Technologist</b>		Job Code: SRDET	Pay Grade: R
Title of immediate supervisor	Development Services Manager			
Department/Division	Engineering / Transportation & Development Services			
Prepared by	Michael Sheehan			
Date Created	March 10, 2022	Revised date		

## Job Purpose

Reporting to the Development Services Manager, the Senior Development Engineering Technologist will produce development servicing requirements for land development applications from pre-application through to development approval, including subdivision applications, rezoning applications, development permits, and building permits. They liaise with employees, consulting professional engineers, architects, developers and the public, representing the Municipality in matters concerning land development. Additional responsibilities include, but are not limited to, site inspection, correspondence, report writing and input into engineering related bylaw enforcement.

## Duties and Responsibilities

- Coordinates and expedites multiple projects in pre-approval stage, both in administration and communication.
- Attends meetings with owners, developers, consultants, and other staff representing the District of Saanich Engineering Department.
- Reviews legal plans for determination of road allowance dedication.
- Researches record drawings for infrastructure locations.
- Evaluates public utility and private consultant engineering designs to ensure conformance with municipal specifications, and compatibility with existing and proposed municipal services.
- Ensures an adequate level of servicing is provided for development based on:
  - District of Saanich Engineering Department requirements for land developments in accordance with municipal bylaws, the Local Government Act, and Land Titles Act,
  - effects of development on existing municipal infrastructure, and
  - comparable developments while considering the Official Community Plan and corporate initiatives such as the Active Transportation Plan.
- Attends internal and external meetings related to inter-department coordination, land development projects, and capital project works which may include meeting with developers and consultants as a representative of the District of Saanich to explain requirements and policies.
- Interfaces with other Engineering Divisions and Municipal departments to deliver coordinated responses.
- Keeps complete documentation for all projects.
- Attends Public Hearings and workshops, representing the Engineering Department.
- Reviews, forwards, consolidates referral responses, and approves civil design submissions for land development projects.
- Ensures that servicing requirements carry through to the construction stage.
- Plans and undertakes site inspections. May act as a Public Works Inspector (PWI) during construction where they liaise with contractors, developers, engineers, utility company representatives and others; interprets and explains regulations, bylaws, standards, plans and other requirements and reject unsatisfactory workmanship and defective or unacceptable materials as required.
- Conducts detailed analysis and prepares comprehensive engineering reports on land development and municipal engineering issues
- Reviews and authorizes engineering permits.

- Prepares written correspondence to the general public, outside agencies and other parties. Draft reports and correspondence for the manager or director.
- Investigates issues and problems in the field arising from written and oral requests from the general public and provides a response.
- Provides technical advice, service and support to residents, developers, and other Municipal staff
- Supervises the work of technicians assigned to assist on certain projects.
- Participates in updating development related policy.
- Performs other related duties as required.

### **Qualifications**

- Two year diploma in Civil Engineering from a recognized institution.
- Registered as an ASCT with the Applied Science Technologists and Technicians of BC.
- Six years of progressive, directly related municipal engineering and development process experience in a local government environment.
- An equivalent combination of education and experience may be considered.
- Knowledge of current relevant civil engineering principles and practices.
- Competent in reading, interpreting and analysing engineering drawings, specifications, contracts and plans.
- Knowledge of provincial legislation, municipal bylaws and policies and how they relate to subdivision and development.
- Conversant with computer based engineering applications including AutoCAD Civil 3D, BlueBeam Revu, and Microsoft Office products.
- Valid Class 5 BC Driver's Licence.
- PMP Certification would be an asset.

### **Physical Requirements**

Physically able to undertake field inspections.

### **Working Conditions**

Works in an office environment and out in the field.