



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 27
Position:	Development Technologist
Type of Vacancy:	Permanent
Division:	Municipal Works (Engineering)
Location:	City Hall (4310 Queen St, Niagara Falls)
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm 35 hours per week
Salary/Wage Range:	\$41.87 to \$43.31 per hour Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	April 14, 2025
Closing Date:	May 2, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on May 2, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:

Development Technologist

POSITION SUMMARY:

To provide technical review of development proposals including drawings and related reports utilizing the knowledge of sound engineering principles, municipal standards and government regulations and guidelines. To provide technical support to the public with respect to drainage and site-specific servicing matters.

DIVISION / DEPARTMENT:

Municipal Works / Engineering (Development Section)

RESPONSIBLE TO:

Development Services Supervisor

SUPERVISES:

N/A

EQUIPMENT & TOOLS USED:

Computers and related software, City vehicle, standard office equipment, miscellaneous hand tools.

WORKING CONDITIONS:

80% - Standard Office Environment

20% - Outdoors – Site Visits/Construction Sites

RESPONSIBLE FOR:

1. Review, Planning Act applications including Official Plan Amendments, Zoning By-law Amendments, Plan of Subdivision, Plan of Condominium, Site Plan Control and others (NEC, Region, etc.), to provide comments related to engineering requirements for the submissions.
2. Review detailed engineering designs, drawings and related reports, contracts and specifications for subdivisions, condominiums and site plans (ICI) including but not limited to roads, lot grading and drainage, water distribution system, sanitary sewer system, storm sewer system, stormwater management, utilities, etc. to ensure compliance with Municipal Design Criteria, Draft Plan Conditions, Master Servicing Plans and standard engineering practices.
3. Coordinate a joint plan examination with the Building Division in the review of private water and sewer systems as regulated in Part 7 of the Ontario Building Code and Ministry of Environment guidelines.
4. Assist in the preparation of development agreements including subdivision, condominium and servicing agreements. This shall include the preparation of all schedules appended to such agreements.

5. Review and analyze development construction cost estimates for administration purposes to ensure accuracy of the payment of relevant engineering fees and provision of adequate security to guarantee completion of the works.
6. Inspect, estimate and administer the payment, reduction and/or refund of financial deposits/letters of credit submitted as conditions of development.
7. Ensure all documentation/certifications, inspection records, material testing and quality control reports, watermain commissioning checklists, CCTV files, as-constructed drawings, etc. are submitted and reviewed to ensure an accepted standard of work prior to both preliminary acceptance of infrastructure and Final Assumption, as applicable. Examine requests for security reductions at each stage and provide recommendation to Development Services Supervisor.
8. Conduct site review at various stages of development to ensure feasibility, compliance with all applicable standards, regulations, requirements and completion for security reductions. Final inspection prior to assumption.
9. Respond to public enquiries/complaints related to new development including process, drainage and technical/engineering matters.
10. Direct and inform the developer's agents and contractors of City standards, policies, and procedures related to infrastructure design and construction.
11. Represent the Development Section at Pre-Consultation and Utility Coordinating Committee Meetings.
12. Will perform other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

- Minimum three (3) year college diploma in Civil Engineering Technology, Construction Architectural or related field.
- Certified Engineering Technologist (CET) designation.
- Minimum three (3) years' experience in design and/or review of sewer, water and road design projects.
- Strong communication skills both orally and written.
- Must possess a valid Class "G" Driver's License
- Working knowledge of word processing and spreadsheet software.
- Familiarity with survey, CAD and/or Stormwater Modeling software an asset.