



## **Development Engineering Student 4 Month Co-op Placement Job Posting #201808**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Manager of Development Engineering and working under direction of the Development Engineering Coordinator, the Development Engineering Student will be responsible for on-site inspection support of development projects and to assist in the review of development related permits.

### **Accountabilities:**

- Provide on-site Civil construction inspection for projects and permits related to Development Engineering Department.
- Complete processes in AMANDA to provide clearance for permits and processes.
- Liaise with the public, business owners, contractors and consultants with respect to construction issues and complaints.
- Review and approval of grading plans for building permits and site alteration permits.
- Review and approval of various permits including municipal consents, entrance and excavation
- Attend site meetings during construction to discuss schedule and other concerns
- Perform other duties as assigned

### **You possess:**

- Current enrollment in a Civil Engineering program
- Experience and knowledge in both Construction practices and safety
- Working knowledge and some experience with Microsoft Outlook, Word and Excel. Working knowledge of municipal software such as AMANDA would ideal.
- Excellent communication skills, both written and verbal
- Ability to work independently
- Willingness to work extended working hours and/or flexible hours
- Ability to perform all physical requirements including heavy lifting (in excess of 25kg) and working safely in high traffic and construction areas
- Valid Ontario Class 'G' Driver's Licence with a clean abstract and access to a personal vehicle to perform duties.

**Compensation:**

The rate for this position (35 hours per week) is \$17.32 - \$18.88 per hour.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 26, 2018. Please quote Posting No. 201808 on your cover letter. Please apply using only **one** method of application below.

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201808

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)