



# Job Description

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## Lot Development Technologist

**Department:** Planning & Development Services  
**Reports To:** Manager of Building Services/Chief Building Official  
**Date Approved:** February 2021  
**Job Grade:** Band Nine

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### Position Summary

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- The priority of this role will be to review, interpret, coordinate and/or enforce submissions by applicants (ie. parcel owners, contractors, or consultants) for technical matters related to Building Permit applications to ensure adherence to plans, specifications, instructions, Approved For Construction drawings, Town's Engineering Standards and industry best practices.
- This role will also receive, review, and interpret information related to other municipal permits and approvals required to access or improve individual lots/parcels.

### Key Duties and Responsibilities

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- Organize and coordinate the technical review process by circulating design submissions to various internal and specialized external peer reviewers, and compile, coordinate and summarize comments for distribution to the proponent.
- Undertake detailed review of technical submissions by Building Permit applicants and/or municipal permit applicants including, but not limited to, lot drainage plans, municipal driveway access, landscaping, pools, subdivisions, condominium projects and site plans to ensure proposed works are in accordance with Town's Engineering Standards and industry best practices.
- Coordinate with Building Division and Operations where duties relate to permits submitted to each respective group
- Advises contractors, developers, engineers, architects and the public on permit process requirements and permit status.
- Review applications for completeness so that plans can be reviewed for accuracy and compliance with Town standards, regulations and/or policies.
- Research, advance, and update permit application status in response to inquiries from

staff and the public.

- Enter data into automated system and log permit activity
- Collect and compile data as directed for preparation of reports and statistical information.
- Circulates permit information to other departments and consultants for review and response, . Issues permits, as directed, that are in compliance with standardized requirements.
- Undertake field construction inspection as required of works initiated by the Town and/or the development community to ensure adherence to relevant Development Agreements and contract documents.
- Maintain thorough working knowledge of the Town's Policies, including Safety Manual, and applicable provincial Legislation.
- Promotes a high standard of customer service to the public as well as to all internal customers.
- Personally comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Performs other duties as required.

## Job Details

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**Hours of Work:** Standard work week Monday to Friday from 8:30 a.m. – 4:30 p.m. with a 1 hour lunch break.

**Direct Reports:** 0

**Overtime:** Applicable

**Driver's License:** Required: Yes      Class: G

### Working Conditions

#### & Physical Demands:

Office duties – approximately 75% (extended periods of sitting, concentration, computer use)

Field work – approximately 25% (extended periods of standing, walking over mixed terrain, crouching, kneeling; some outdoor work in all weather conditions)

## Education and Experience:

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- Community College graduate of a 3-year program of civil engineering design of

municipal infrastructure or equivalent

- Minimum 5 years as a civil technologist/technician with substantial experience in the review and interpretation of technical drawings and engineering information
- Eligible for membership in OACETT
- Thorough working knowledge of the development planning approval process.
- Experienced user of AutoCAD, GIS and hydraulic computer models.