

**THE MUNICIPALITY OF BRIGHTON
DEVELOPMENT SERVICES TECHNOLOGIST**

OVERVIEW:

Reporting to the Director of Public Works and Development, the Development Services Technologist assists in the review and administration of development and capital works projects including maintaining infrastructure records and inspecting construction projects. The Technologist is responsible as the municipality's QMS representative for Environmental Services and provides technical and IT assistance to all municipal departments.

DUTIES:

Coordinates development projects and provides technical support to capital works projects managed by the Public Works and Development Department. Completes surveys and produces working/construction design drawings for municipal roads, infrastructure servicing and buildings.

Assists with the design of municipal services and preparation of tenders in accordance with legislated requirements and municipal policies.

Provides technical assistance to the Manager of Public Works and Water, Wastewater Supervisors, as needed.

Maintains municipal engineering infrastructure and Asset Management records for roads, storm sewers and drainage systems, wastewater collection system, water distribution system and sidewalks.

Provides infrastructure information to developers, contractors, consultants and the public. Inspects and monitors installation of services for new development. As QMS representative, maintains the Water Department's Operational Plan in accordance with Drinking Water Quality Management Standards.

Assists Director on technical assignments and special projects.

Assists other municipal departments with technical advice.

Provides technical IT support for Water/Sewer Billing software and meter reading equipment, and other municipal departments, when necessary.

Participates in reviews of proposed development projects and makes recommendations.

Reviews and inspects lot grading to ensure compliance with approved grading plans.

Maintains GIS land parcel base maps and ArcView data systems.

Performs other duties as assigned.

QUALIFICATIONS:

Post secondary Diploma in Civil Engineering, or a combination of education and experience.

A minimum of 2 years experience in a municipal development setting.

Excellent organizational skills.

Superior oral, written and interpersonal communication skills

Experience with land surveying using Total Station, GPS, and proficiency in computer applications MS Office, AutoCAD and GIS ArcView.

Must possess a valid Class "G" driver's license with a clean driving record, reliable transportation and provide a satisfactory Criminal Reference Check.

SALARY SCALE: Band 14