

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Inspector, Development Services

Requisition ID:	124034
Department:	Engineering Services
Classification:	1 Full-time, Permanent
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 8:00 am – 5:00 pm, 40 hours per week
Salary Range:	\$84,156.80 to \$93,516.80 annually (2024 rates of pay)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (On-site)
Date Posted:	Tuesday, February 25, 2025
Deadline to Apply:	Sunday, March 23, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Inspector, Development Services.

The successful incumbent is responsible for conducting inspections and compliance enforcement related to municipal servicing for commercial, industrial, institutional and residential developments. The incumbent ensures compliance with applicable development, subdivision and site plan agreements, approved engineering plans, applicable legislation, design standards, by-laws, permits, as well as municipal policies and procedures during all phases of construction and site development. Presenting results of inspections, investigations or complaints in written and verbal form to staff, elected officials, and the public is also an integral part of this position.

Primary Responsibilities

- Completes regular site inspections of commercial, industrial, institutional and residential development servicing to ensure that underground and aboveground services and utility installations are constructed in accordance with approved engineering plans and specifications; and in compliance with the terms of agreements, contracts with the City, and applicable legislation. Attends regular site meetings and pre-construction site meetings representing the City's interest.
- Identifies deficiencies during site inspections and documents corrective action to bring development into compliance. Recommends dates for commencement and termination of guaranteed maintenance periods to the Senior Coordinator for approval.
- Maintains and submits accurate records during the construction and maintenance phases of developments involving municipal servicing to the Senior Coordinator to ensure obligations under the terms of agreements are completed prior to final acceptance by the City.
- Conducts regular inspections of development sites to ensure the required sedimentation and erosion control measures are functioning properly and that conditions on-site, off-site, and within road allowances are maintained in an orderly and safe manner. This includes ensuring adjacent properties are not negatively affected and that access for emergency vehicles is maintained. Initiates corrective action as required.
- Acts as an officer of the Fill and Topsoil Disturbance By-Law. Enforces the by-law by reviewing application requirements and engineering plans, ensuring compliance with approvals, meeting environmental standards, and adherence to permit conditions.
- Maintains accurate records during the application review, permit issuance and construction of earthworks associated with the approved Erosion and Sediment Control Plans. Prepares site reports as required and calculates permit fees and security requirements. Executes release of securities with the approval of the Senior Coordinator.
- Ensures materials used in the construction or installation of services comply with standards and specifications. Inspects all materials delivered to the site prior to installation and initiates corrective action where necessary. Maintains records for verification of sufficient testing and to substantiate invoices.
- Prepares technical reports regarding the completion of subdivisions and site plans to a functional status. Recommends approval of the installation of underground services, utilities, and aboveground

requirements in accordance with applicable subdivision and/or development agreements, to the Senior Coordinator.

- Reviews security reduction requests for development sites ensuring the construction, installation or performance of the works have been satisfactorily completed and paid for. Reviews and verifies quantities with agreement requirements and recommends the security reduction amount to the Senior Coordinator.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Diploma in Civil Engineering Technology from a recognized College or post-secondary institution.
- A member in good standing of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Achievement of, or working towards, obtaining the Certified Inspector of Sediment and Erosion Control (CISEC).
- Municipal Engineers, Ontario Good Roads Association and/or Ministry of Transportation courses/certificates related to the position such as road design, sewer design, stormwater management would be an asset.
- Four years progressively more responsible experience in all phases of municipal and subdivision infrastructure servicing (engineering design, construction inspection and environmental management).

Knowledge, Skills and Abilities

- In depth knowledge of current construction practices and methodologies, techniques, provincial, regional, and municipal standards.
- Knowledge of the *Occupational Health and Safety Act* and the *Highway Traffic Act*.
- Well developed interpersonal, organizational, analytical, communication (oral and written) and customer service skills.
- Ability to understand and interpret engineering plans and legal agreements.
- Ability to work independently under minimum supervision.
- Must be willing to undertake training for confined space entry and Working at Heights/Fall Arrest when offered by the Corporation.
- Must hold current Standard First Aid, and Basic Rescuer CPR-C and Auto External Defibrillator (AED) certificates.
- Demonstrated proficiency in the use of personal computer and windows-based software applications.
- AMANDA software experience would be an asset.
- During employment there may be the requirement to drive a municipal vehicle, as such consent to obtain a driver's abstract from the Ministry of Transportation is mandatory. Must possess a valid Class "G" Ontario Drivers licence. A clean driving record is preferred.
- Must be medically and physically fit to perform the duties of the position.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

