

Land Development Technologist

Engineering Department

Competition #89

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This opportunity is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$86,783.34 – \$93,633.22 annually - 2025 rates.

Closing Date: 11:59 PM on April 25, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

The Land Development Technologist collaborates with developers and other City departments and divisions to facilitate mutually beneficial developments which are in accordance with City and Provincial regulations, legislation, by-laws, standards and specifications. The Land Development Technologist is responsible for ensuring the highest achievable quality of developer driven design and construction, ultimately becoming City owned infrastructure through proactive permit management and development agreement and/or permit close out administration.

TYPICAL DUTIES AND RESPONSIBILITIES

Technical Review and Analysis

- Conducts municipal engineering review and analysis for all subdivisions, commercial, industrial and residential development applications greater than two dwelling units, including but not exclusive to site servicing, and lot grading and drainage plans, and recommends approval to the City Engineer. Provides feedback to applicants on applications and provides technical advice and observations to the Manager of Land Development for discussion and consideration;
- Reviews land use applications; identifies municipal engineering related conditions and requirements, calculates appropriate development costs including but not exclusive to cash in lieu of land dedication calculation, boundary or offsite contributions and boulevard tree contributions;
- Engineering Department project file lead from the point of permit application through the Final Acceptance Certificate issuance and/or release of deposits. This includes, but is not exclusive to, design review and approval of potable water works, wastewater collection networks, site grading and drainage, site access and functionality from a transportation perspective and development agreement compliance and confirmation that as-constructed is consistent with site design;
- Reviews testing results and record drawings associated with external land development for compliance with City By-laws, standards and specifications;
- Works with and provides technical recommendations to the City Planning & Building Section in the administration of technical policies, issues and field activity requirements relating to water, wastewater, storm water services in addition to lot grading and drainage;

- Provides final review from a technical and administrative perspective on all development agreement conditions prior to the development agreement being submitted to the applicant for review and execution;
- Reviews and approves shallow utility permits;
- Reviews and approves moving and/or overweight or over dimension permits.

Administration of Development Agreement

- Prepares and monitors the calculations, and confirms receipt of payments, pursuant to development agreement conditions in accordance with the development agreement and development charges by-law, fee schedule by-law, and other relevant City policies;
- Ensures the required security, payments, supplementary legal agreements, approvals, etc. are in place and confirms the execution of all final details pertaining to the completion of development agreements, related conditions and agreements, and release of mylars prior to issuance of development or building permits. Coordinates with the Land Development Administrator;
- Administers Construction Completion Certificate and Final Acceptance Certificate process, in coordination with Design & Construction section, and makes recommendations for approval or rejection to the Manager of Land Development;
- Monitors development agreement compliance and completion for discharge requests in coordination with the Engineering Department and Planning & Buildings Department;
- Manages and pursues finalization of all default development agreements with developers;
- Works with the Land Development Administrator to monitor the tracking and management of all Letters of Credit held by the City and provides guidance on the release of same upon final acceptance certification of infrastructure;
- Reviews and recommends reduction / release of deposits and other securities related to infrastructure projects to the Manager of Land Development;
- Administers Development Charges review and application at the time of permitting.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., Mature High School Diploma.
- Membership in the Certified Technicians and Technologists Association of Manitoba (CTTAM) evidenced through Certified Engineering Technologist (C.E.T.) designation.
- Minimum of three (3) years experience in land development.
- Experience in use of desktop computer applications (Microsoft Office Suite including Excel, Word, etc.).
- Hold a valid and subsisting Class 5 Province of Manitoba driver's licence.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Membership in, or ability to acquire membership in, Engineers Geoscientists Manitoba (EGM).
- Engineers Geoscientists Manitoba (EGM) member with 2 years responsible experience; or eligible Engineers Geoscientists Manitoba (EGM) member with 5 years responsible experience.
- Certificate or course work related to project management.
- Experience with municipal engineering and/or planning.
- Working knowledge of Subdivision and Development Regulations, The Planning Act, and The Municipal Act.

WORK CONDITIONS

The Land Development Technologist works independently and as part of the team providing support to a variety of people.

- Self-motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees and developers (daily);
- May be necessary to travel throughout the City and visit various work sites in all types of weather conditions (frequently).

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!