



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ENGINEERING TECHNOLOGIST - DEVELOPMENT PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

The Engineering Technologist – Development provides technical review of engineering submissions pertaining to residential, industrial, commercial and institutional (ICI) development projects, including all drawings and related reports. This position acts to ensure compliance with the Township of Centre Wellington's standards and conditions of approval through the preparation and administration of development agreements.

Main Duties and Responsibilities

Operational

- Assists in preparing comments and recommendations regarding the approval of various development applications, site plans, subdivisions, zoning bylaw amendments, part lot control exemptions and condominium applications and supporting studies. Coordinate the input of other operating departments within the Township into the approval process where appropriate.
- Reviews building permit applications for impact on grading, drainage, stormwater management, encroachments, easements, and underground infrastructure, including the review of residential building permit lot grading plans.
- Responds to customer concerns by resolving conflicts and facilitating the negotiation of solutions at the front counter, phone & email.
- Reviews site alteration permit applications for impact on grading, drainage, stormwater management, road allowances/trucking routes, and adjacent properties in accordance with the Township's Site Alteration By-Law.
- Provides input into the Township's Development Manual and provide updates and amendments to technical drawings and content.
- Participates in the review and updating of policies, procedures, standards, and work methods, pertaining to land development applications.
- Assists in providing input to the Committee of Adjustment including recommendations and conditions of approval.
- Assists with review of applications to permit encroachments onto public right-of-ways.
- Maintains lot grading certificates, including receiving and filing of certificates, and provides lot grading information for property information reports.
- Acts as project manager for Municipal Class Environmental Assessment, as it relates to Township owned developable lands.
- Oversees projects and respond to concerns regarding municipal drain/tile drainage concerns and the establishment of new drains (as required).
- Maintains good working relationships with various consultants, contractors, utilities, municipal partners, Conservation Authorities, community groups, and the general public in order to resolve complex issues within established procedures.

- Completes site inspections on private property and road right of-ways, when needed, to further evaluate various development applications.
- Performs other duties as assigned in accordance with Department objectives.

Customer Service

- Processes inquiries from the developers, builders, agents, citizens, community groups, council members, county and provincial officials, and Township departments regarding subdivision and site plan development, handling resolution of requests, claims and complaints.
- Provides technical information for other Township departments and external customers.
- Identifies and resolves potential issues and or deficiencies on construction sites.
- Documents result of site inspections and construction meetings, in accordance with departmental policies and procedures, and good engineering practice.
- Assists with administering security reductions/release requests for site plans, development agreements, site alteration permits and residential infill building permits.

Fiscal

- Responsible for assisting in development related financial matters with Township staff, developers and builders ensuring that adequate securities are received, maintained, adjusted and administered in accordance with the requirements of various agreements.

Administrative

- Ensures compliance with applicable Federal and Provincial regulations/legislation, Township standards and By-Laws.
- Liaises with and maintain good working relationships with external agencies (i.e., County of Wellington, Grand River Conservation Authority) to resolve complex issues within established procedures.
- Maintains effective relations with the public, developers, community groups, County/provincial agency officials and represent the Township at hearings/public meetings.
- Complies with all health and safety practices as it relates to the work, standard operating guidelines, and the Occupational Health & Safety Act.
- Participates in the Township's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.
- Participates in the preparation and administration of Request for Proposal (RFP's), Request for Quotation (RFQ's) as necessary to obtain Consulting and/or Contracting services in a Development related capacity.
- Maintains professional knowledge in job-related rules, statutes, laws, and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops, and seminars as appropriate.

Minimum Qualifications and Requirements

- Diploma from a recognized College of Applied Arts and Technology in Engineering Technology and eligibility for full membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist or Technician. Candidates with an equivalent combination of education and experience may be considered.
- Minimum five (5) years' experience in engineering design/development, construction, or related field.
- Demonstrated experience in organizing and coordinating tasks, projects, and data.
- Experience balancing multiple projects with conflicting deadlines.
- Customer service experience considered an asset.
- Experience responding to public inquiries and complaints.
- Demonstrated ability to develop and foster strong partnerships with stakeholders.
- Excellent written and verbal communication skills required.
- Good customer service, interpersonal, conflict resolution, time management and organizational skills.
- Ability to prepare and give presentations with clarity and purpose. Ability to think and act corporately.
- Ability to work independently and in a fast-paced team environment.
- Ability to interpret and apply legislation, regulations, guidance documents, and other regulatory documents.

- Thorough knowledge of land development procedures, site servicing, Civil Engineering infrastructure construction and development, development agreement administration, contract administration, and municipal procedures.
- Working knowledge of general construction practices including earthworks, sewer and watermain construction, lot and road grading, and asphalt and concrete works.
- Proven success in large scale capital projects in Public Works is an asset.
- Working knowledge of Ontario Traffic Manual Book 7, O.P.S.S and O.P.S.D, Ministry of Environment (MOE) Stormwater Management Planning and Design Manual, MOE Design Guidelines for Drinking Water Systems, MOE Design Guidelines for Sewage Works, Occupational Health and Safety Act, Ontario Municipal Act, and the Planning Act.
- Thorough knowledge of Civil Engineering practices pertaining to Industrial, Commercial, Institutional, and Residential Subdivision development, design, and construction, as well as contract administration, development agreements, and municipal procedures.
- Proficient in Microsoft Office Suite, AutoCAD, ArcMap, and GIS.
- Working knowledge of water system design and hydraulic analysis software, stormwater management design software, streetlight and lighting design software and Microsoft Project is an asset.
- A valid “G” driver’s license and access to a reliable vehicle is required.

Work Location: Township of Centre Wellington Municipal Office (1 MacDonald Square, Elora)

Annual Salary: \$87,229 - \$98,121 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **April 19, 2026 at 11:59 p.m.** Please quote job posting ‘2026-28’ in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.
No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).