



JOB POSTING - EXTERNAL

Position:	Development Engineering Specialist	Date of Posting:	March 11, 2024
Department:	Development Services	Closing Date:	March 25, 2024
Reports To:	Director of Development Services & City Planner	Job Type:	Full-time 37.50 hrs/week
Salary Range:	\$75,582 – \$92,820 Annually	Employment Type	Exempt

The City values the diversity of the people it serves and in those it hires, and encourages applicants from all walks of life. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

The City of Prince Rupert provides services to over 12,000 residents and over a hundred businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

As our City undergoes significant asset renewal and encourages new development, the Operations Department requires a Development Engineering Specialist who will support development applications and asset management. You will assist in new development applications through the interpretation and review of civil plans, recommendations for servicing and provision of relevant asset data and mapping support. You will also support the implementation of the Asset Management Strategy and related Data Governance Framework by assisting with the capture, management, and maintenance of asset data to set standards and ensure its viability for future uses. This role offers opportunities for education in the relevant field for those looking to improve their Engineering, GIS and data management skills.

What you'll do...

- Provide support to the Development Services Department from an operations perspective, including the interpretation and review of civil plans, recommendations for servicing support on land-use permits, and facilitating data requests;
- Work in cooperation with members of the Development Services Department to ensure that the departmental goals, strategic plan, objectives, quality standards, policies and procedures are adhered to;



- Work closely with the GIS Specialist to manage the acquisition and integration of new asset information, as it relates to development and operations, following the City's Data Governance Framework;
- Prepare custom reports, graphics, charts, plans, and documents to support development; and
- Perform other related duties as required.

What you'll bring...

Required Education & Skillset

- Engineering Technologist Degree or BEng, or equivalent experience. A BSc in Applied Sciences, Geography or Environmental Studies or a related discipline from a recognized university with Canadian accreditation may also be considered with adequate understanding of civil plan review;
- At least six (6) months of directly related experience; and
- Valid Class 5 BC Driver's License.
- Proficiency in reading and interpreting civil plans;
- Familiarity with MMCD Standards, municipal permitting processes, and asset management theory and practice;
- Demonstrated proficiency in CAD software (e.g. Autodesk Suite);
- Knowledge of Microsoft Office suite;
- Strong interpersonal and communication skills with a commitment to teamwork and customer service;
- Ability to deal effectively and courteously with internal and external clients; and
- Strong communication, planning, and organization skills, a high attention to detail, and excellent research and analysis skills.

Additional preferred KSAs...

- 1-2 years' experience working in municipal government;
- Knowledge of GIS principles, standards, techniques, and procedures;
- Experience with GPS and data capture methods and techniques using mobile technology;
- Familiarity with GIS software (e.g. ESRI Software Suite, QGIS, GRASS);
- Ability to demonstrate knowledge of planning theory and design; and
- Knowledge of subdivision servicing requirements.

Compensation & Benefits

This is a full-time, exempt position that offers a competitive salary complemented by a superior benefits package and if needed, a relocation allowance.



What to send our way

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter that explains your interest in becoming our Development Engineering Specialist.

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- This position is a permanent position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website: <https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> **Eligibility**.

Please submit your cover letter, CV or resume **(in PDF formats)** to:

Human Resources Department

Email: hr@princerupert.ca

Subject: Development Engineering Specialist

or mail all documents to:

City of Prince Rupert
Attn: Human Resources
424 - 3rd Avenue West,
Prince Rupert, BC, V8J 1L7

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.