



The City of Richmond is a diverse and dynamic community in pursuit of our vision to be the most appealing, livable and well-managed community in Canada.

People • Excellence • Leadership • Team • Innovation

Imagine a career with the City of Richmond, a dynamic environment for growth and continuous improvement, fostered by our collective strengths and creativity. We are a vibrant, diverse cosmopolitan city, supported by a strong economy and recognized as leaders in innovation and service delivery excellence. The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – **our people**. This is a great opportunity to join our team and shape our community.

Engineering Assistant - Development & Processing

Job ID: 2019219

\$36.49 to \$43.07 per hour

The City of Richmond is currently looking to hire a Regular Full-Time Engineering Assistant - Development & Processing to join our Development Applications department. Reporting directly to the Supervisor – Utilities, this position is responsible for reviewing and assessing site servicing costs and the Development Cost Charges for new commercial, industrial, institutional, and multi-family building permits. Examples of key work activities include:

- Assess City Development Cost Charges, Engineering Improvement Contributions, Servicing Connection Costs, School Site Acquisition Charges and other applicable fees/charges.
- Work with other City Departments to determine and document any applicable Development Cost Charge Credits available to the new development.
- Work with other City Departments to coordinate off-site servicing requirements, including potential land dedication and statutory right-of-way requirements to ensure new developments meet current City standards and policies.
- Determine City tie-in and service connection costs and create work orders for City Engineering and Public Works Department.
- Work with Planning and Development staff to coordinate legal documents preparation associated with development applications.
- Provide advice and guidance to internal and external customers on development policies, procedures and requirements for development applications.
- Schedule pre-design meetings with engineering consultants/developers.
- Handle general and specific development inquiries from the general public, prospective developers, real estate agents, various external agencies and consultants.

Position Requirements:

Completion of a minimum 2 year post-secondary diploma program in a related technical field, with courses in Municipal Drafting and Design. This will be supplemented by a minimum of 2-5 years of formal, technical, and increasingly complex work experience, such as experience in Municipal Drafting and/or Design within the development industry. An equivalent combination of training and experience may be considered. Work experience in a Municipal setting is considered an asset.

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. **No telephone inquiries please.***

This position is restricted to those legally entitled to work in Canada.



City of
Richmond

6244958

Join our Team.
Shape our
Community.

www.richmond.ca/employment



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The City of Richmond offers competitive pay programs, comprehensive benefits, attractive incentives and a compressed work day schedule. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada,” please submit your application by following the instructions below:

The City of Richmond uses an applicant tracking system for candidates wishing to view and apply for available career opportunities. For further details regarding this specific career opportunity, please visit our website at www.richmond.ca/employment. Applicants will be required to upload a current resume and provide any supporting documentation relevant to the position (Word format). We are accepting applications until **August 20, 2019 at 11:59pm**.

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