



Internal/External Job Posting Full-Time Non-Union Position Engineering Plan Reviewer

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve. Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. Our employees also benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the opportunity

Reporting to Supervisor of Engineering Plan Review, the Engineering Plan Reviewer assists with the technical review of planning and permit applications under Ontario Regulation 41/24, and related review of technical reports. This position supports development plan review in providing input to Environmental Assessments, gravel pit applications and municipal drainage projects. Technical support for Rural Water Quality and other GRCA program areas is provided by this position. This position also assists with maintaining the GRCA hydraulic models.

What you'll do:

- Assist in technical review of applications and studies such as: planning and permit submissions, watershed plans, official plans, environmental assessments, and

violations.

- Assist with conducting hydraulic and hydrologic studies relating to flood hazard mapping, water management projects, permit and planning applications, and general inquiries.
- Assist with the development, maintenance, and dissemination of hydrological and floodplain information.
- Assist with the maintenance of corporate GIS layers for flood, shoreline, and steep slope hazard mapping used for Regulation and, in the case of floods, emergency management and response.
- Assist with the reservoir management and flood management operations, including flood forecasting as well as emergency and day-to-day operations.
- Assist with documenting the extent of observed flooding.
- Represent the GRCA in meetings, Committees, Workshops and Conferences.
- Act as a water management Duty Officer.
- Attend meetings, tribunals, and hearings to fulfill the obligations of the GRCA and act as an expert witness as required.
- Other Duties as assigned

Education

- University degree or college diploma in Civil Engineering or Civil Engineering Technology or a closely related Engineering field.
- Certified Engineering Technologist Designation (C.E.T.) or Eligible for membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Professional Engineers of Ontario as a professional engineer or a limited license holder.

Experience

- At least six years of experience in Civil Engineering or Water Resources Engineering field, reviewing and analyzing development plans, reports and studies.
- Knowledge and experience in hydrology, stormwater management, open channel hydraulics, principles of geotechnical engineering (e.g., erosion hazards/steep slopes) and natural channel design principles is an asset.
- Ability to support the review of storm water management and sediment control techniques.
- Proven oral and written communication skills with the ability to communicate with a broad range of stakeholders.
- Working knowledge of relevant legislation and standards including, but not limited to Conservation Authorities Act, Occupational Health and Safety Act, Provincial Natural Hazard Guidelines, Lakes and Rivers Improvement Act, Conservation Authority technical guidelines, and municipal review processes related to applications made under the Planning Act.
- Working knowledge of computer systems and engineering related software. Experience with HEC-RAS model is an asset.
- A functional knowledge of GPS survey technology and GIS applications.
- Computer proficiency in Word, Excel and PowerPoint is required knowledge is and experience with AutoCAD is an asset.
- Valid driver's license.

Competencies and Abilities

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis and assessment of implications and various perspectives, making connections of underlying issues and the ownership of the

outcome. Sound judgment based on experience and expertise resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the interests of both internal and external stakeholders

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with co-workers, professional colleagues and stakeholders, and the general public.

Goal/Action Oriented

Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction working independently or in collaboration. Demonstrated ability to work under pressure and manage multiple tasks simultaneously with changing priorities.

Team Work

Interacts with people respectfully and effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding of the problem at hand and the perspective of others before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability build collaborative partnerships.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with municipal partners, stakeholders, etc.

Compensation and Benefits

- Annual salary range effective July 1,2025 is \$76,496 to \$93,069
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Approximate Start Date: June 2025

To Apply: Please send a resume, cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote "Engineering Plan Reviewer" in the subject line.

Deadline for Applications: 4:00pm May 15, 2025

We thank you for your interest, however only candidates under consideration will be contacted.

To view a full job description with competencies please visit [Job Opportunities | Grand River Conservation Authority](#)

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.