

COMMITTEE OF THE WHOLE - MAY 2, 2005

FILLING VACANT ENGINEERING ASSISTANT POSITION – DEVELOPMENT/TRANSPORTATION ENGINEERING.

Recommendation

The Commissioner of Engineering and Public Works in consultation with the Director of Human Resources recommends:

That the Contract Full-time Engineering Assistant position in the Development/Transportation Engineering Department be filled for the remainder of its 36 month term to May 2007 (approximately 24 months).

Economic Impact

There is no economic impact as this position is within the approved complement and within the approved budget.

Purpose

The purpose of this report is to seek Council's approval to fill the Contract Full-time Engineering Assistant position in the Development/Transportation Engineering Department for the remainder of its 36 month term.

Background - Analysis and Options

In May 2004 the position of Engineering Assistant in the Development/Transportation Department was left vacant by a staff who filled the new position of Utility Coordinator, within the Engineering Services Department. The Utility Coordinator position is budget approved for a 3 year term. The back fill for the Engineering Assistant position was hired in August 2004; however, she has just recently been promoted to the Senior Engineering Assistant position within the Development/Transportation Engineering Department. Consequently, this position of Engineering Assistant is now vacant again and needs to be filled on a temporary basis for the remaining 24 months.

The position of Engineering Assistant facilitates the review and approval of site plans, consents, severances and minor variance applications. With the current heavy workload, there is a requirement to fill this position as soon as possible for the remaining 24 months of its 36 month term.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council.

Conclusion

The position of Engineering Assistant is responsible for the review and approval of site plans, consents, severances and minor variance applications. Not filling this position as soon as possible will create a severe backlog of applications and will impact the service levels provided to the development industry.

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Respectfully submitted,

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