



DEVELOPMENT ENGINEERING REVIEW COORDINATOR - VMC

JD#: CT351

Job Number: J0424-1142

Job Title: Development Engineering Review Coordinator - VMC

Department:

Vaughan Metropolitan Centre Program

Job Type: Permanent Full Time

Job Category: Engineering

Number Of Positions: 1

Date Posted: April 26, 2024

Closing Date: May 17, 2024

Salary: \$3,185.64 - \$3,427.60/Bi-Weekly

Hours of work: 35

Schedule: M-F

Union: CUPE 905 FT Clerical and Technical

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Position Overview

Responsible for reviewing, commenting, and recommending the approval of engineering designs and the municipal servicing component of proposed developments including Site Plans (development applications and building permits), Official Plan Amendments, Zoning Bylaw Amendments and Committee of Adjustment applications; ensuring compliance with City Engineering Design Criteria and Standards, existing policies and procedures, including government regulations as amended. Prepares and administers servicing and encroachment agreements associated with site plan approvals, reviews specifications for various needs, studies and provides technical expertise and support with the preparation and administration of development and subdivision agreements as well as project coordination for City lead studies.

Qualifications and Experience

- Community College Diploma in a three (3) year Civil Engineering Technology program, or suitable equivalent including a Certified Engineering Technologist (C.E.T.) designation in good standing with the Ontario Association of Certified Engineering Technologists and Technicians.
- A minimum of three (3) years of municipal servicing engineering experience, including development servicing, detailed municipal design/modeling, project management/coordination and technical guidance to others.
- Proficient in the application of computer software programs related to areas of municipal servicing, project engineering/planning or project coordination and administration in accordance with job responsibilities.
- Excellent interpersonal, organizational, analytical/interpretive, and oral and written communication skills. Ability to coordinate professionally and effectively with internal City staff, external agencies, public, consultants, developers, builders, and contractors, etc.
- Working knowledge of the Occupational Health and Safety Act and other relevant Provincial statutes and regulations, in accordance with job responsibilities
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.
- Ability to work outside normal business hours as required and in accordance with the Collective Agreement.

The City of Vaughan has an employee-focused culture with an emphasis on health and wellness, work-life balance, and family benefits.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.