



## DEVELOPMENT ENGINEERING PROJECT COORDINATOR

JD#: CT90

Job Number: J0923-0415

Job Title: Development Engineering Project Coordinator

Department:

Development Engineering Department

Job Type: Permanent Full Time

Job Category: Engineering

Number Of Positions: 1

Date Posted: September 18, 2023

Closing Date: October 2, 2023

Salary: \$3,412.39 - \$3,671.66/Bi-Weekly

Hours of work: 35

Schedule: Monday to Friday

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 preparing and coordinating development and subdivision servicing agreements, including compiling conditions and requirements from various departments and agencies. Reviews and comments on the municipal engineering designs of proposed developments, including water, sanitary, storm, roads, sidewalks, drainage, grading, streetlighting, etc. to ensure compliance with City Engineering Standards, existing policies and procedures, and pertinent government regulations. Coordinates and reviews special projects including the preparation of Terms of Reference, administration and review of development engineering related studies, and various infrastructure needs and feasibility studies. Assists technically with the administration, negotiation and execution of subdivision and development agreements and ensures that municipal services and infrastructure are coordinated with adjacent developments. Coordinates and oversees the work activities of assigned technical staff.

### Qualifications and Experience

- Community College diploma in a three (3) year Civil Engineering Technology program
- OR
- University degree in Civil Engineering or eligible equivalent and working towards full membership in the Professional Engineers of Ontario
- Five (5) years of municipal servicing engineering experience, including three (3) years of development servicing, detailed municipal design/modeling, project management and three (3) years of providing technical guidance to others. (Community College diploma)
- OR
- Three (3) years of municipal servicing engineering experience, including development servicing, detailed municipal design/modeling, project management and providing technical guidance to others (University Degree)
- Certified Engineering Technologist (C.E.T.) or working towards Prof Engineering Design (P. Eng)
- 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 deal courteously and effectively with internal 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.
- Valid Class "G" Ontario driver's license in good standing with a reliable vehicle when required, to utilize on City business.

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.