

September 25, 2023

#3424 Development Construction Coordinator

DEPARTMENT: Corporate Services Department

BRANCH: Planning and Economic Development Branch

LOCATION: 17250 Yonge Street, Newmarket

STATUS: Temporary Full-Time, Approx. 22 months

SCHEDULED WEEKLY HOURS: 40

SCHEDULED SHIFTS: 0830 – 1700

START DATE: Immediate

Salary: \$47.86 to \$52.02 per hour

This is a Replacement

Union position - CUPE Local 905 (York Region Unit)

POSITION PURPOSE

Reporting to the Supervisor, Development Construction is responsible for inspecting, coordinating and providing technical expertise on construction projects affecting the function of Regional roads from planning and pre-construction to final acceptance of work undertaken by area municipalities, owners, developers and contractors in accordance with approved engineering drawings, specifications, standards, contracts, by-laws, agreements and Regional policies.

Please note that the successful candidate will be expected to be on construction sites 70% of the time, and remote or in office 30% of the time, as directed by Management. Management may change, revoke, or temporarily suspend the Flexible Work Arrangement at any time.

MAJOR RESPONSIBILITIES

- Monitors performance of consultants and contractors through regular inspection of municipal and development projects, ensuring compliance of approved contract documents, specifications, legislation, schedules, agreements and Regional policies.
- Provides instructions regarding correction of deficiencies; issues stop work orders and recommends immediate compliance, if necessary.
- Negotiates and recommends the approval of construction changes for methods, equipment and material substitutions, design changes, security progress reductions, release of holdbacks and development charge credits.
- Participates in the construction administration of municipal and development related projects; reviews documentation, evaluates cost estimates for financial reductions, releases and draws on development securities; assists in the development of departmental guidelines and schedules.
- Recommends the commencement of the maintenance period and final acceptance of projects including construction administration documentation, final construction reports, compliance orders, financial security clearances, final release of development charge credits and legal compliance clearances.
- Negotiates and documents changes in the work and makes recommendations on financial compensation claims made by developers.
- Collects factual data with respect to insurance claims forwarded from the Finance Department and prepares required reports for any litigation.
- Represents the Department at meetings including negotiating with developers, engineering and planning consultants, government staff, members of the public and other Regional staff and external stakeholders.
- Assists in the training and orientation of new staff to the branch.

QUALIFICATIONS

- Successful completion of a three (3) year Community College Diploma Program in Civil or Municipal Engineering Technology.
- Minimum three (3) years of municipal road and servicing construction and design experience.
- Valid Class “G” driver’s license in good standing and reliable vehicle to use on corporate business.
- Sound practical knowledge of construction surveying methods, design and construction in roads, storm water management, underground servicing, illumination and signalization, traffic control, road and public safety.
- Working knowledge of the Ministry Traffic Safety Regulations and Manual.
- Knowledge of municipal planning process, development application approvals and land surveying.
- Knowledge of legal documentation including development agreements, encroachment agreements, deeds, etc.

Please apply online by **October 8, 2023 at 4:30 p.m.** As an alternative, you can apply via e-mail to careers@york.ca
All job vacancies are recorded on a 24-Hour Career Line and may be accessed by calling 1-877-464-9675 ext. 75508.
We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.

York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require Code-protected accommodation.

