



OAKVILLE

# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

**POSTION ID:** 3825-001

**CALL NO.** 22-2692 (CUPE 1329)

**Job Designation:** Development Coordinator

**Department:** Transportation and Engineering

**Salary Range:** \$83, 066 - \$101, 295

**Pay Grade:** 12

### **Job Responsibilities:**

This position reports to the Manager of Development Services and is responsible for the day-to-day coordination of land development applications. Specific duties include:

- Coordinates the processing of subdivision and other land development related agreements with town staff and external agencies.
- Administers development agreements and assumption processes
- Acts as a liaison with the development industry
- Responsible for coordination of financial matters with town staff, developers and builders ensuring that adequate securities are received by the town, maintained, adjusted and released in accordance with the requirements of various agreements.
- Prepares reports to Council on development related matters (i.e. subdivision agreements, assumption reports etc.)
- Responds to and processes inquiries from the developers, builders, agents, citizens, community groups, council members, regional and provincial officials, town departments re: subdivision and site plan development, handling resolution of requests, claims and complaints.
- Provides input to the Manager to the annual work plans, budget of the Development Engineering Section, periodic updating of the town Official Plan.
- Reviews and recommends approval of engineering details and drawings as related to subdivision and site plan submissions.
- Assists the Manager with special studies (i.e. storm water management, sub-watershed, environmental assessment, noise studies. etc)
- Participates in the review and updating of policies, procedures, standards and work methods, pertaining to land development applications.
- Comments and participates in the Site Plan application process entailing review of site plans for engineering standards (i.e. grading, storm water management, upholding current standards etc.). Participates and attends the scheduled Development Coordination meetings.
- Provides input into the section's Development Requirements Manual.
- Maintaining effective relations with the public, developers, community groups, regional/provincial officials, representing the town at hearings/public meetings.
- Special assignments/projects as assigned by the Manager or Department Director.
- Performs other duties as assigned

### **Qualifications/Skills:**

- The successful candidate will have a technical diploma in Civil Engineering technology (Municipal).
- Professional accreditation in OACETT, with a minimum 5 years of related experience in a municipal working environment, or an equivalent combination of education and experience.
- The successful candidate will also have experience preparing and administering legal agreements, and have experience with the legal aspects of land development matters.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Candidates must possess demonstrated skills in communication, problem solving and dispute resolution.
- Highly functional in a computerized environment utilizing GIS, Excel and Word software
- The successful candidate will also be required to supply their own personal vehicle for performing job duties / corporate business such as occasional site inspections.

**Applications for this position must be received at [oakville.ca](http://oakville.ca) in the employment section no later than midnight on **June 2, 2022**.**

**DATED: May 12, 2022**

*The successful candidate will be required to submit proof of full vaccination in accordance with the town's COVID-19 Vaccination Policy and Procedure. Accommodation requests for new hires that are unable to get vaccinated against COVID-19 for reasons protected under the Ontario Human Rights Code, must be made in writing to the Human Resources department.*

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components of the recruitment process is 75%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3