



The Town of Newmarket, Engineering Services Department
Requires an **Engineering Development Coordinator**
Contract (12 months) (35 hours/week)

The Town of Newmarket is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. As a condition of being hired by the Town, employees including students and volunteers are required to be fully vaccinated with a Health Canada or World Health Organization approved COVID-19 vaccine series, unless legally entitled to accommodation under the Ontario Human Rights Code. Reference Vaccination Policy.

Under the direction of the Manager, Development Engineering, the Engineering Development Coordinator is responsible for providing engineering services within the Engineering Services Department on minor development/engineering projects; resolving; reviewing performance security reduction applications and preparing recommendations accordingly; investigating and providing recommendations and/or resolving enquiries and complaints within assumed and un-assumed areas; monitoring progress and scheduling of development in accordance with agreements; conducting research; reviewing and commenting on designs, reports and feasibility studies; reviewing residential site plan developments and building permit applications, preparing comments on development designs.

How do I qualify?

- Post-secondary diploma in Civil Engineering Technology or related discipline, with eligibility for membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT). A suitable combination of education and demonstrated progressive experience may be considered.
- Demonstrated experience in residential subdivision development, engineering, inspection and contract administration.
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook), AutoCAD and ARCGIS.
- Demonstrated knowledge of current engineering standards, specifications and criteria applicable to design and of related statutes and regulations including the Environmental Assessment Act, the Highway Traffic Act, the Occupational Health and Safety Act, the Development Charges Act, and the Ontario Water Resources Act.
- Ability to work independently and in a team environment.
- Ability to deal courteously and effectively with developers and their professionals, new homeowners, contractors, members of Council, other staff and the general public.
- Strong verbal and written communication skills.
- Demonstrated knowledge of financial matters relating to all types of development, including performance security management.
- Class "G" Driver's Licence in good standing and reliable vehicle to use on corporate business.

Available to work scheduled and unscheduled overtime as required.

Salary: \$38.00 - \$46.00 per hour

How do I apply?

Please apply online at www.newmarket.ca by 5 p.m. on **January 31, 2022** quoting file number **22-04**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.