

Development Coordinator

One permanent, full-time opportunities – Hamilton, ON

If you're a Civil Engineering Technologist, or similarly qualified professional, well-versed in the planning process and development control, here's an exciting opportunity to take the next step in your career by joining the City of Hamilton Growth Management Division team.

Reporting to the Senior Project Manager, Development Approvals, you'll review on a daily basis, and comment on, all development applications pertaining to environmental and servicing matters, identify or direct engineering analyses required as a result of development activity, and prepare Development Agreements for senior staff, Committees and Council. As a Development Coordinator, you'll be relied upon to assist in the complex review and approval of engineering drawings, Construction Management Plans including shoring drawings, and Functional Servicing & Stormwater Management reports, and of site servicing plans for sanitary and storm sewers, water main and service connections, and various permit issuance.

An excellent communicator with proficient software skills, you're also well prepared to present results in both written and verbal formats at hearings including LPAT, meetings and Committees, and to elected officials, staff and the public, as well as assist in maintaining and updating engineering guidelines, manuals, standards and policies.

Your qualifications as a Development Coordinator include:

- Proven demonstrated knowledge of the duties described, normally acquired through graduation from a recognized community college in an accredited course such as a Civil Engineering Technologist, with progressive, related experience in the planning process and development control with respect to municipal and private servicing, grading, drainage, stormwater management and associated environmental matters, and/or a combination of education and progressive work-related experience.
- Membership in, or eligibility for certification with, the Ontario Association of Certified Engineering Technicians and Technologists, preferred.
- Excellent written and verbal communications skills.
- Proficiency using a computer and various software programs, i.e. MS Word, Access, Excel, and a Drawing Management System.
- A valid Class "G" Driver's Licence; proof thereof is required after hire.

These CUPE Local 5167 Inside permanent, full-time positions offer a salary range of **\$38.881 to \$44.183 per hour.**

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities – home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged, empowered employees. Help us #BeTheReason the entire country is talking about Hamilton, and achieve our vision of being the best place to raise a child and age successfully.

For full details and to apply

If you are interested in working alongside a dedicated team that's contributing to the well-being of Hamilton's residents, please visit www.hamilton.ca/careers for details on these Development Coordinator positions, **JOB ID #17076**, and to [apply online](#), by **Wednesday, March 10, 2020**.

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The City of Hamilton values the diversity of our workforce and the knowledge of our people. We thank all who have applied; however, only those under consideration will be contacted.
