



The Town of Newmarket, Engineering Services
Requires a **Senior Engineering Development Coordinator – Residential**
Contract (12 Months 35 hours per 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 Senior Engineering Development Coordinator - Residential is responsible for providing engineering services within the Engineering Services Department, directing and coordinating the Town's Engineering Consultant, related to day to day field monitoring activities; resolving outstanding development-related field issues; reviewing performance security reduction applications and preparing recommendations accordingly; investigating and resolving enquiries and complaints; monitoring progress and scheduling of development in accordance with agreements; responding to all development related emergency calls; conducting research; reviewing and commenting on designs, reports and feasibility studies; reviewing residential site plan developments, preparing comments and cost estimates on development designs.

How do I qualify?

- Formal academic training as a Civil Engineering Technologist as well as OACETT Certification as a Certified Engineering Technologist in a related discipline such as Civil Engineering or Environmental accompanied by provincial government training and certification in related construction/inspection/ installation courses. Member of the Ontario Association of Certified Engineering Technicians and Technologists with demonstrated progressive experience. A suitable combination of education and experience may be considered.
- Demonstrated experience in residential subdivision development, engineering, inspection and contract administration, including supervisory experience.
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
- Proficiency in Windows-based software applications, including Microsoft Office and AutoCAD.
- Demonstrated extensive 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 to deal courteously and effectively with developers and their professionals, new homeowners, contractors, members of Council, other staff and the general public.
- Excellent 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: \$43.63 - \$54.53/hour

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **February 13, 2023** quoting the file number **23-33**.

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.