
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Permanent Full-Time, Unionized opportunity in the Development Engineering Department for an experienced and motivated individual.

Development Engineering Review Coordinator
(FILE #J1025-0495)

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Responsible for reviewing, commenting and recommending the approval of engineering designs and the municipal servicing component of proposed developments including Site Plans (development applications and building permits), Official Plan Amendments, Zoning By law Amendments and Committee of Adjustment applications; ensuring compliance with City Engineering Standards, existing policies and procedures, and pertinent government regulations as amended; Prepares and administers servicing and encroachment agreements associated with site plan approvals, reviews specifications for various needs studies and provides technical expertise and support with the preparation and administration of development and subdivision agreements.

Qualifications and experience:

- Community College Diploma in a three (3) year Civil Engineering Technology program, or suitable equivalent including a Certified Engineering Technologist (C.E.T.) designation in good standing with the Ontario Association of Certified Engineering Technologists and Technicians.
- A minimum of three (3) years of municipal servicing engineering experience, including development servicing, detailed municipal design/modeling, project management and providing technical guidance to others.

OR

- Possesses a University Degree in Civil Engineering, or suitable equivalent including eligibility for and working towards a full Professional Engineering License (P. Eng.) with the Professional Engineers of Ontario.
- A minimum of two (2) years' of municipal servicing engineering experience, including development servicing, detailed municipal design/modeling, project management and providing technical guidance to others.

Knowledge & Skills:

- Proficient in the application of computer software programs related to areas of municipal servicing, project engineering/planning or project coordination and administration in accordance with job responsibilities.
- Excellent interpersonal, organizational, analytical/interpretive, and oral and written communication skills. Ability to deal courteously and effectively with internal staff, external agencies, public, consultants, developers, builders and contractors etc.
- Working knowledge of the Occupational Health and Safety Act and other relevant Provincial statutes and regulations, in accordance with job responsibilities.
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.
- Possesses a valid Ontario Class "G" driver's license in good standing with access to a reliable vehicle for City business.

- Ability to work outside normal business hours as required and in accordance with the Collective Agreement.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, **please apply on or before Friday, November 21, 2025 at:** [City of Vaughan - Development Engineering Review Coordinator](#).

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.