

Job Title: Project Coordinator

Project Coordinator

Posting Id	3235
Department	Infrastructure and Engineering Services
Division	Infrastructure Planning and Development Engineering
Section	Site Plans, Infills and High Rise Construction
Job Grade	Contract SEA35 Grade 07
Rate of Pay	\$52.83 - \$61.36 Hourly
Job Type	Temporary Full Time - Contract
Contract Length/End Date	September 30, 2028
Replacement/New Position	New Vacancy
Posting Type	Internal and External
Posting Date	01/21/2026
Application Deadline	02/11/2026

Position Summary

Reporting to the Manager, of Development Engineering, the Project Coordinator processes development applications for the Development Engineering Division as part of Site Plan and Subdivision applications, ensuring that all municipal infrastructure and private servicing conforms to City Standards, specifications, the Official Plan, Provincial Acts, policies and municipal by-laws, with a focus on public safety and environmental protection.

Key Duties and Responsibilities

- Provides detailed technical review of engineering plans and supporting technical reports submitted for approval for subdivision and site plan applications
- Prepares formal comments based on technical review, and issues comments to owners, applicants and consultants as required
- Ensures engineering plans conform to all relevant standards, guidelines, regulations and legislation, as appropriate
- Identifies non-standard engineering design issues and recommends potential solutions for Manager review and sign-off
- Liaises with related stakeholders and external agencies for approval, as necessary
- Recommends completed engineering plans for final approval
- Prepares information package for Legal section for preparation of Subdivision Agreements, Servicing Agreements, Credit Transfer Agreements and Amending Subdivision Agreements
- Provides information package to Finance for preparation of Payment and Security Schedule for agreements including calculation of development charge credits.
- Coordinates internal and external clearances to finalize subdivision agreements, and issues agreements for execution
- Coordinates final approval of subdivision applications from Planning approval stage to issuance of building permits, including construction and assumption of municipal services
- Coordinates and lead meetings with developers and consultants to resolve any issues
- Coordinates tree removal, road closures, and internal clearances, etc. related to engineering appeals
- Prepares staff reports for Council approval including execution of servicing agreements or assumption of municipal services, acquisitions/release of easements, dedication of public highways, etc.
- Provides clearance of final approval conditions to Legal section to support final registration of subdivision M-Plan
- Planning Development Applications & Ontario Municipal Board /Local Planning Appeal Tribunal Appeals:
- Provides technical review of planning development applications, and establishes and clears conditions for final approval and inclusion in Site Plan Agreements, Draft Plan of Condominiums

- Attends meetings with stakeholders to review comments and resolves issues related to feasibility of municipal servicing
- Provides input to Legal and Planning sections in relation to Ontario Municipal Board/ Local Planning Appeal Tribunal appeals, and appears as an expert witness, as required
- Provides engineering input for the development of policies, procedures, standards and guidelines to ensure the City remains current with provincial and other municipal guidelines
- Recommends revisions and additions to the City's Standards and Specifications Manual
- Processes applications in an efficient manner and strives to maintain a high level of customer service
- Processes and resolves development construction complaints related to grading and drainage, servicing, noise, dust, mud tracking, street lighting, traffic, parking and sidewalks
- Investigates and responds to Councilor's inquiries and resident complaints associated with development and construction activity
- Attends site meetings with developers, consultants and municipal inspectors to address residential complaints

Education and Experience

- Diploma in Civil Engineering Technology or related discipline
- Certified Engineering Technologist (CET) is required
- 5 years engineering experience or equivalent with a focus on municipal design

Required Skills/Knowledge

- Proficient in Microsoft Office Suite, AutoCAD, AutoTurn, ArcGIS, OnPoint, Adobe
- Familiar with up-to-date engineering design standards and current and best design/construction practices
- Knowledge of relevant Policies, Acts, and Legislation
- Strong technical knowledge and experience in the development engineering field (i.e. land development, municipal servicing, geometric design, construction management, stormwater management, etc.).
- Strong mediation and negotiation skills
- Construction knowledge
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Regular office environment with occasional site visits
- Occasional attendance at Council meetings after hours
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the 'View Jobs for Current Employees' link on the City's Careers Page.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.