

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 Project Coordinator
(FILE #J0226-0155)**

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.

Position Overview:

The Development Engineering Project Coordinator is responsible for preparing and coordinating development and subdivision servicing agreements, including compiling conditions and requirements from various departments and agencies. Reviews and comments on the municipal engineering designs of proposed developments, including water, sanitary, storm, roads, sidewalks, drainage, grading, streetlighting, etc. to ensure compliance with City Engineering Standards, existing policies and procedures, and pertinent government regulations. Coordinates and reviews special projects including the preparation of Terms of Reference, administration and review of development engineering related studies, and various infrastructure needs and feasibility studies. Assists technically with the administration, negotiation and execution of subdivision and development agreements and ensures that municipal services and infrastructure are coordinated with adjacent developments. Coordinates and oversees the work activities of assigned technical staff.

Qualifications and experience:

- Community College diploma in a three (3) year Civil Engineering Technology program.
OR University degree in Civil Engineering or eligible equivalent and working towards full membership in the Professional Engineers of Ontario.
- Five (5) years of municipal servicing engineering experience, including three (3) years of development servicing, detailed municipal design/modeling, project management and three (3) years of providing technical guidance to others. (Community College diploma)
OR Three (3) years of municipal servicing engineering experience, including development servicing, detailed municipal design/modeling, project management and providing technical guidance to others. (University Degree)
- Certified Engineering Technologist (C.E.T.) or working towards Professional Engineer (P.Eng) designation.
- 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.
- Valid Class "G" Ontario driver's license in good standing with a reliable vehicle when required, to utilize on City business.

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 Wednesday, May 20th** at: [City of Vaughan - Development Engineering Project 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.