

The District Municipality of Muskoka is currently recruiting for a

Development Engineering Coordinator



Posting Date: Wednesday, August 19, 2026

Closing Date: Wednesday, September 2, 2026 @ 12:00 NOON

Starting Rate: \$43.29 hourly

Salary Range: \$43.29 - \$47.07 hourly

Hours of Work: 35 hours per week

Classification: CUPE Inside Class 8

Status: Temporary full-time (up to 15 months)

This job posting is for an existing vacancy, and it is also being posted internally.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Development Engineering Coordinator is responsible for reviewing, coordinating, and communicating EPW interests on planning and development applications, servicing drawings review, and the coordinating of servicing agreements, third party construction inspection, and assumption of services.

What you will do:

- Review, process and prepare departmental responses on various types of development applications including site plans, variances, zoning by-law amendments, official plan amendments and severances.
- Coordinate detailed engineering review and make recommendations to the Manager on approval of subdivision and condominium applications and development proposals from the perspective of the Engineering and Public Works Department.
- Review both draft plan and final engineering drawings for compliance to policies, conditions of development agreement and make authorization recommendations to the Manager.
- Attend and participate in pre-consultation meetings when required and act on behalf of the Engineering and Public Works Department regarding input on proposed development applications.
- Assist with the creation of subdivision, development, servicing and cost sharing agreements with developers and proponents.
- Coordinate consultant-based third-party inspection for construction of services and attend site when necessary.
- Coordinate the process for initial acceptance and final assumption of services.
- Identify, develop, and recommend engineering and procedural improvements, reviewing, evaluating, and implementing policies and best practices.
- Maintain development review records, documents, and reports, including plans, maps, and drawings.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Provide oversight of Engineering Design Criteria & Standards Manual.
- Other responsibilities as assigned.

What you will need:

- Graduate of a three-year community college program in civil engineering at the technologist level or equivalent and a C.E.T. member in good standing with the Ontario Association of Certified Engineering Technicians & Technologists (OACETT). P. Eng. or EIT preferred.
- Four to five years directly related experience in both rural and urban development approval environments preferably in a municipal setting.
- Thorough knowledge of all applicable legislation, standards, and guidelines.
- Demonstrated technological proficiency and a thorough understanding of Civil Engineering principles and best practices.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Ability to manage and coordinate opposing views and find solutions and resolutions to complex issues.
- Ability to meet strict timelines and focus on shifting priorities as needed.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits (temporary full-time employees on contract for 12 months or longer)
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs

- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[**APPLY NOW**](#) or visit our [**careers page**](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).