

# The District Municipality of Muskoka is currently recruiting for a Development Engineering Coordinator

The District of Muskoka is seeking a **permanent full-time Development Engineering Coordinator** to join our Engineering and Public Works department.

Reporting to the Manager, Development Engineering, the Development Engineering Coordinator is responsible for reviewing, processing and coordinating responses to various development applications including site plans, variances, zoning by-law amendments, official plan amendments, severances, development applications, such as subdivision and condominium plans, as well as coordinating development agreements. The Development Engineering Coordinator is responsible for, but not limited to:

- 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 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 Public Works department in respect of providing input on proposed development applications.
- Assist with the creation of subdivision, development, servicing and cost sharing agreements with developers and proponents.
- Carry out site inspections when necessary in regards to proposed development applications prior to commenting.

## Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.



Administration Building

## What you will bring to us

We would expect that your strengths will include demonstrated technological proficiency and a thorough understanding of Civil Engineering principles and best practices as well as the ability to manage and coordinate opposing views and find solutions and resolutions to complex issues. We expect you to be able to meet strict timelines and focus on shifting priorities as needed. Excellent computer skills with emphasis on computer aided design and drafting applications as well as excellent oral and written communications are required.

On the practical side, you are a 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 and Technologists (OACETT). Being a member in good standing with Professional Engineers Ontario (PEO) is considered an asset. You will also bring four to five years directly related experience in both rural and urban development approvals environments preferably in a municipal setting.

## What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The hourly wage for this unionized (CUPE Class 8) job is \$35.33 - \$38.81 per hour.

## How to Apply

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

**POSTING CLOSING DATE:   Wednesday, June 5, 2019 @ 12:00 NOON**

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.