

## External Posting Development Engineering Coordinator

**Posting Date:** Wednesday, October 24, 2018

**Closing Date:** Monday, November 12, 2018 @ 12:00 NOON

**Wage:** \$ 34.77 - \$ 38.20 per hour

**Classification:** CUPE Inside Class 8

Recent changes within the Engineering & Public works team have created the need for a **permanent full-time Development Engineering Coordinator**. This position 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 works Monday to Friday – up to 35 hours per week

Responsibilities will include, but not be 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.
- 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.
- Develop and provide oversight of Municipal Design and Construction Standards.
- Other responsibilities as assigned

The skills, experience and qualifications we are seeking for this job include:

- 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 as well as a thorough knowledge of all applicable legislation, standards, and guidelines

We would expect that your strengths will include a 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.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions before submitting your application.

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.