

Engineering Coordinator (Full Time Permanent)

(Job # 2018-084-IE)

Department:	Development Services
Status:	Full-Time, Permanent
Date Posted:	January 2, 2019
Date Closing:	January 18, 2019, 4:30pm
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary:	\$ 70,105 - \$ 85,308 per year

Position Purpose: Reporting to the Senior Development Engineer, this position is responsible for coordinating, reviewing and recommending approvals of subdivision engineering submissions and site plans. You will assist in the preparation and administration of subdivision agreements, and other tracking documentation and monitors subdivision developments. The main responsibilities include: providing technical guidance to internal staff and external engineering services; Conduct reviews of engineering plans for new subdivisions and site plans for compliance with Town standards; Prepares Council reports and By-Laws related to subdivisions such as agreement approvals and assumption; Oversees the review, approval, monitoring and enforcement of site alteration activity to ensure conformance with the Town's Site Alteration By-law; Co-ordinates comments and changes with developers consultants and recommends acceptance to the Director; Reviews M-plans and Condominium Plans for conformance with "Draft Plan Conditions" and assist Legal Services with the registration of Plan; Administers the terms of registered subdivision and development agreements to ensure compliance; Reviews letter of credit reduction requests and approves appropriate action; Collaborates with the team on engineering and services for new development including advising on design details, implementation conditions in agreements and related issues of concern, and takes on other assigned duties as required.

Qualifications and Requirements:

- A four (4) year Civil Engineering Degree, as well as a Professional Engineer Designation (full license) with the Professional Engineers of Ontario or Engineering in Training
- Minimum Four (4) years' experience as a professional engineer or an EIT in the design, review and inspection of subdivisions and site plans
- Ability to read and interpret civil engineering drawings, carry out municipal servicing designs, as well as perform storm water management calculations with knowledge of best practices and design of septic systems & wells
- Working knowledge of the Planning process and preparation, registration of subdivision agreements
- Computer literacy in MS office suites Word, Excel, Auto Cad, MS Project, Land Manager, ArcGIS and Water, Wastewater and Stormwater Models
- Well defined analytical, reasoning and report writing skills
- Excellent interpersonal, communications, project/time management, administration, public relations skills
- Ability to deal courteously and effectively with residents, developers, engineers, consultants, rate payer and community business groups, builders, utilities and other government agencies, elected officials, staff and other department contacts
- Availability to work flexible hours to accommodate Community Groups/Council meetings relating to concerns/complaints or proposed development as required
- Assists other departments in the design, tendering and contract administration of capital works projects such as roads, water, sewer and parks using manual and computerized techniques
- Provides answers to real time public inquiries as required

How to apply: Please forward your resume in confidence by **Friday January 18, 2019 at 4:30 pm** identifying **Job # 2018-084-IE - Last Name, First Name** in the subject line to hr@townofws.ca. Please send application in one single file saved in PDF format.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation. **We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**