

## Engineering Coordinator (Job # 2023-040-IE)

<b>Department:</b>	Development Services
<b>Status:</b>	Full-Time, Permanent
<b>Date Posted:</b>	March 20, 2023
<b>Date Closing:</b>	<b>April 10, 2023, 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$78,791.95 - \$95,862.45 annually

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### Position Purpose:

Responsible for the coordination of field inspections and associated customer service/trouble-shooting for engineering infrastructure and services installation related to new development. Key duties include coordinating and overseeing internal resources and external engineering services conducting field inspections of new infrastructure installation to ensure compliance with Town standards and development agreements, responding and providing customer service to resident/community groups who may have concerns related to services installation, coordinating site meetings with developer/contractor to resolve issues, arranging for remedial action where necessary and associated contract supervision/administration, maintaining a complaint tracking and follow-up system, conducting inspections where necessary, making recommendation for assumption of services and letters of credit releases/reductions, trouble-shooting on in-field design issues, coordinating legal and/or engineering survey requirements, preparing status reports on projects and/or complaint issues, and providing back-up support in the review of design drawings and preparation of subdivision agreements.

### Qualifications and Requirements:

- Community College Diploma in Civil Engineering Technology.
- A minimum of five (5) years' experience with engineering inspections and / or contract administration.
- Ability to read and interpret civil engineering drawings and grading plans.
- Eligibility for membership in the Ontario Association of Certified Engineering Technicians & Technologists (OACETT) and CET designation.
- Demonstrated experience in development engineering in municipal urban growth environment with particular emphasis on troubleshooting on resident/community issues related to field inspection of services installation, and coordination of inspection resources.
- Excellent interpersonal, communications, project/time management, administrative, public relations, analytical and problem-solving skills.
- Ability to deal courteously and effectively with the residents, developers, engineering consultants, construction managers, ratepayer and community/business groups, builders, utilities, other governments/agencies, elected officials, staff, and other department contacts.
- Thorough working knowledge of the civil engineering infrastructure design standards, principles and installation/construction practices including concrete and asphalt technology, subdivision development/agreements, storm water management and lot grading, surveying, the Occupational Health & Safety Act, Highway Traffic Act, Drainage Act, and other safety and engineering-related legislation/regulations/guidelines; construction project and contract administration practices, and survey systems and techniques.
- Computer literacy utilizing word-processing, spreadsheet presentation and database software in an MS Office environment, the Internet, project / construction contract management software; knowledge of AutoCAD and design applications.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.

- Availability to work flexible hours to accommodate construction inspection schedules and/or investigates community concerns/complaints required/assigned.

**How to apply:**

Please forward your resume in confidence by **April 10, 2023 at 4:30 p.m.**, identifying Job # 2023-040-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

**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 and 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.**