

Woolwich Township Job Posting



Date:	June 19, 2024
Position:	Development Engineering Project Coordinator
Department:	Development Services
Wage Rate/Grade:	\$84,832 – \$106,040 (Level 6)
Hours of Work:	35/week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) Permanent Full-Time Development Engineering Project Coordinator to join their team.

Purpose of position and profile:

Reporting to the Manager of Development Engineering, this position is responsible for coordinating and analyzing servicing capacity for various development and capital projects using modelling software. This senior technologist role will also coordinate the review and peer review of development projects by team members in accordance with Township engineering design standards, policies, and good engineering practices. As a Development Engineering team member, you may assist with site supervision and inspection while maintaining a reliable and effective level of service working with developers, builders, the Region of Waterloo, area municipalities, multi-disciplinary teams, and various agencies.

Responsibilities:

- Review, process, and formulates engineering opinions for complex, major development proposals (plans of subdivisions, Site Plan applications) and other comprehensive projects or special studies
- Provide direction to multi-disciplinary teams for development engineering capital projects, including overseeing external consultants, managing project timelines, and budgets
- Evaluates tender bids and recommends contract awards
- Review Site Alteration Permit applications ensuring compliance with Township bylaws, the Township's Engineering Design and Infrastructure Manual, and industry standards
- Update departmental records, manuals, standards and policies
- Liaise and negotiate with various government agencies, consultants, developers, the public and multi-disciplinary teams providing advice regarding growth and development applications, initiatives, and enquiries
- Ensure new growth and development aligns with corporate goals and objectives of the municipality
- Review, evaluate and provide technical expert advice regarding growth related applications
- Review and coordinate the approval of municipal CLI-ECA submissions
- Coordinate cross-border servicing agreements with area municipalities
- Coordinate the peer review of development applications and evaluate cost estimates
- Evaluation of municipal servicing issues at various stages of development
- Assist with the preparation of subdivision, development, servicing, pre-servicing and cost sharing agreements with developers, builders and contractors
- Assist Field Services staff with site supervision and on-site inspections of infrastructure and development related projects
- Assist with municipal services inspections for entrance, storm, sanitary and water service connections within the municipal right-of-way for development related projects

- Assist with the review of Site Plans submitted in support of Building Permits, as well as Lot Grading Certificates, as it relates to the Lot Grading Review process
- Respond to resident concerns regarding approved development related projects and to general inquiries providing effective and informative customer service
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Post-secondary diploma or degree in Civil Engineering Technology or related discipline, with eligibility for membership with the Professional Engineers of Ontario (PEO) or Ontario Association of Certified Engineering Technicians and Technologists (OACETT), suitable combination of education and demonstrated progressive experience may be considered
- Certified Engineering Technologist designation an asset
- Minimum of five (5) years' work experience in both rural and urban development environments
- Demonstrated experience in residential subdivision development, analysis of servicing capacity, inspection and contract administration
- Knowledge of local government/municipal operations, office and administrative procedures
- Demonstrated knowledge of current engineering standards, specifications and criteria applicable to design and of related statutes and regulations including the Environmental Assessment Act, the Highway Traffic Act, the Occupational Health and Safety Act, the Development Charges Act, and the Ontario Water Resources Act
- Advanced technical knowledge of water distribution, wastewater, stormwater, engineering design and construction management
- Experience with municipal procurement processes and preparation of tender documents, RFP's, RFQ's, technical reports and legal agreements
- Demonstrated knowledge of financial matters relating to all types of development, including performance security management
- Working knowledge of servicing capacity modelling software
- Working knowledge of CLI-ECA legislation
- Proficient in Microsoft Office (Word, Excel, Outlook), Bluebeam, AutoCAD and ARCGIS
- Ability to work independently and in a team environment
- Strong interpersonal, communication, report writing, and public relations skills to interact with a wide variety of individuals and groups
- Strong problem-solving, record keeping, and analytical skills
- A Class G driving license from the Province of Ontario

Working conditions:

- Primarily general office environment with assistance on active job sites
- Exposure to outdoor weather conditions in all seasons
- Potential for exposure to typical construction hazards
- Flexible hours of work as required, including occasional evening hours
- Frequent meetings and travel to support corporate development goals

Interested applicants are invited to submit their resume via email to: hr@woolwich.ca prior to **4:00 pm on Wednesday, July 3, 2024. Please quote job posting 2024-30.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request