



## DEVELOPMENT SERVICING COORDINATOR Temporary Full-Time

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

We are looking for a skilled Development Servicing Coordinator to join our team. As the Development Servicing Coordinator, you will be responsible for supporting our Development Servicing Division in ensuring that all development-servicing projects are efficiently processed, tracked and coordinated through application to final approval. This position tracks and coordinates all types of development servicing applications, and is regularly required to interface with members of the general public, applicants, consultants, internal departments and external agencies in order to maintain a streamlined development process.

The successful candidate for this position will be responsible to:

- Review, coordinate and process development servicing and engineering documentation for all land development and subdivision applications;
- Administer, track and coordinate all required documentation including insurance, fees and plans for site servicing pre-construction approval issuance;
- Coordinate and process permits and applications for servicing related items including single family and erosion/sediment control permits;
- Review and track legal performance agreements and required payments and securities for accuracy, compliance and reductions;
- Plan and exchange technical information and provide guidance and assistance to a variety of internal and external contacts on servicing related matters;
- Act as a liaison and coordination between staff and/or developer and their consultants;
- Review, recommend and implement section processes and procedures for continued process improvements.

### Minimum Qualifications



Our ideal candidate will have completed a diploma in civil engineering, related discipline or an equivalent combination of training and experience. If you are, a self-starter who is passionate about departmental regulations, bylaws functions, procedures and policies related to development servicing and public infrastructure, we would love to hear from you.

### **What We Offer:**

This CUPE position has an hourly rate range of \$37.56 - \$44.20 per hour (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on September 12<sup>th</sup>, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*