



The Town of Newmarket, Engineering Services
Requires a **Sr Engineering Development Coordinator -
Industrial, Commercial, Institutional (ICI)**
Regular Full-Time (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park, to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

Newmarket offers and values flexibility to support work/life balance and wellbeing, including flexible hours, compressed workweeks, and hybrid work. Newmarket is committed to evolving and trying new innovative approaches, all while creating an environment for extraordinary public service in a welcoming and inclusive community.

Who are we looking for?

Under the direction of the Manager, Development Engineering, the Senior Engineering Development Coordinator – ICI is responsible for providing engineering services within Engineering Services, including: resolving outstanding Industrial Commercial and Institutional development-related field issues; reviewing performance security applications, preparing draft recommendations and coordinating reductions; investigating and resolving development related enquiries and complaints; monitoring progress and scheduling of development in accordance with agreements; responding to emergency calls; conducting research; reviewing and commenting on engineering designs; reviewing site plan submissions, recommending design alternatives; preparing cost estimates and providing comments for Agreements.

How do I qualify?

- Post-secondary degree in Civil Engineering with Professional Engineer designation or eligibility for membership in Professional Engineers Ontario (PEO) and progressive experience, or an equivalent combination of education and experience such as Certified Engineering Technologist (CET) with significant demonstrated experience.
- Demonstrated experience in industrial, commercial, and institutional development, engineering design, inspection and contract administration.
- Excellent organizational, interpersonal, independent, collaborative, problem-solving, record-keeping and analytical skills.
- Proficiency in Windows-based software applications, including Microsoft Office, Excel and AutoCAD.
- 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, the Ontario Water Resources Act and Provincial legislation.
- Ability to work independently and to deal courteously and effectively with Developers and their professionals, property Owners, Contractors, members of Council, other staff and the general public.
- Excellent verbal and written communication skills.
- Demonstrated knowledge with respect to the financial aspects of all types of development, including performance securities and reductions/releases.
- Class "G" Driver's License in good standing and reliable vehicle to use on corporate business.
- Available to work scheduled and unscheduled overtime, as required.

Salary: \$85,102 - \$106,377

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **December 12, 2024**, quoting the file number **24-260**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.