



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Full-Time Development Engineering Project Coordinator  
**Posting Number:** 005297

**Department:** Economic & Development Services **Branch:** Engineering Services

**Location:** City Hall

**Posting Start Date:** 2025/04/15 **Posting End Date:** 2025/05/06 by 4:30p.m.

**Employment Group:** CUPE 251 **Salary Grade:** Entry, Level 7: \$36.73 - \$40.80, Intermediate, Level 9: \$40.70 - \$45.22, Senior, Level 11: \$43.03 - \$50.59 **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

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## Job Description

Reporting to the Manager, Development & Technical Services, or designate, this position is responsible for leading the engineering review and approval of all forms of development applications from initial planning stages to municipal assumption and providing technical project coordination, resources and information to assist in providing infrastructure solutions that best meet the community needs and organizational goals.

## Responsibilities:

- Represent and coordinate Engineering Services' formal comments and conditions of approval related to Committee of Adjustment, Part Lot Control, Rezoning, Site Plan, and Subdivision Applications in consultation with other Divisions and Departments as required
- Coordinate Consulting Engineer's design proposals related to the construction of future municipal infrastructure associated with subdivision development, including site alteration permits, municipal consent applications, pre-servicing approval, detailed engineering submissions, agreement preparation, and warranty and maintenance requirements

- Represent Engineering Services Department in developer and consultant meetings and provide technical input to internal/external stakeholders related to municipal development approval processes
- Assist with duties associated with the Assumption of Subdivisions and Development Agreements
- Responsible for the review and approval of various types of Engineering related permit applications.
- Assist with current and capital budget preparation on behalf of Engineering Services related to Development Charge and Growth Related projects

### **Requirements:**

- Demonstrated knowledge and skill generally associated with the completion of a three (3) year college diploma in Civil Engineering
- The ideal entry-level candidate will have up to two (2) years of experience, an intermediate candidate will possess a minimum of three (3) years, and a senior candidate will possess a minimum of five (5) years civil engineering experience which is directly development related, in either the private sector or in a municipal environment
- Registration with the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist (C.E.T.) is an asset, and is required for a senior level candidate
- Thorough working knowledge of civil engineering principles, standard and best practices with considerable knowledge of other related branches of engineering including project management practices and asset management principles
- Comprehensive knowledge of relevant engineering, development, safety and environmental legislation, by-laws, regulations, codes and standards (i.e. Municipal Act, Ontario Water Resources Act etc.)
- Detailed knowledge of development planning, contract documents and strong numerical and technical skills for technical review/approval process and associated reports
- Good organizational, project management, research, administrative and analytical skills
- Problem solving, communication and reasoning skills related to understanding and interpreting engineering solutions and identifying root issues and opportunities
- Strong interpersonal and communication skills (oral and written) with the ability to effectively communicate at all levels of the organization
- Established skills and experience using software applications such as Microsoft Office
- Demonstrated ability to work under pressure, meet deadlines and ability to work effectively in a team environment
- Excellent reasoning and analytical skills
- Possession and maintenance of a valid, unrestricted Ontario Driver's Licence, minimum Class "G"

**Please note that there are three (3) levels of the Development Engineering Project Coordinator position. The starting rate and salary grade will be commensurate with skills and experience of the successful candidate.**

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*