

**The Corporation of the City of Thunder Bay
Human Resources & Corporate Safety Division POSITION DESCRIPTION**

POSITION TITLE: DEVELOPMENT ENGINEERING COORDINATOR

DEPARTMENT: INFRASTRUCTURE & OPERATIONS

DIVISION: ENGINEERING

SECTION: ENGINEERING SECTION

GENERAL SUPERVISOR: MANAGER - ENGINEERING

AFFILIATION: MANAGERIAL **GROUP:** 9 (interim)

POSITION SUMMARY: Reporting to the Manager – Engineering, and under the general guidance of the Project Engineers, the Coordinator will support and process development applications as part of Site Plan and Subdivision applications, ensuring that all municipal infrastructure and private developments conform to City Standards, specifications, the Official Plan, Provincial Acts, policies and municipal by-laws, with a focus on public safety and environmental protection. The position will also support the planning, design, construction, and maintenance of City infrastructure, and assist with capital project delivery and technical studies.

MAJOR RESPONSIBILITIES:

1. Conducts technical reviews and recommends acceptance of engineering drawings and supporting reports for various development applications submitted under the Planning Act and/or Site Alteration by-law ensuring compliance with City Engineering Standards, policies, and applicable legislation.
2. Prepares formal comments based on technical reviews and liaises with, and issues comments to owners, applicants, consultants, and relevant development stakeholders, government agencies, utility companies, or external agencies as required to facilitate approvals.
3. Supports and assists in coordinating development applications, site alterations, and related approvals with City staff and external agencies.
4. Processes and responds to inquiries from developers, residents, community groups, council members, and provincial officials, addressing requests, claims, and complaints related to subdivision and site plan development, including coordinating and attending site meetings.
5. Assists with development related financial matters with City staff, developers and builders ensuring that adequate securities are received by the City, maintained, adjusted and administered in accordance with the requirements of various agreements.
6. Provides expert input on Ontario Land Tribunal appeals and appears as a witness when required.
7. Coordinates and provides general site inspection of infrastructure construction and site servicing for land development, site alterations, driveways, and utility cut permits to ensure compliance with City standards.
8. Assists in the maintenance of the City's infrastructure database and GIS systems.
9. Prepares general correspondence and assists with engineering and corporate reports.
10. Assists with the design and construction of capital projects, under the guidance of Project Engineer
11. Responsible for the selection of consulting engineers and other related professionals; responsible for the supervision and evaluation of the professionals' work and their reporting requirements.
12. Participates in the development of the City's infrastructure annual capital budget.
13. Receives, documents, and investigates complaints of by-law violations relating to the grading of land and enforces the same.

14. Provides input and recommendation to update City policies, procedures, and Engineering and Development Standards.
15. Maintains current knowledge on related municipal design trends and regulations and assesses impact to City.
16. Participates and attends public, committee, and Council meetings, as required.
17. Performs other related duties as required.

QUALIFICATIONS:

Education/Experience:

- Diploma in civil engineering technologist, and
- OACETT certification in good standing; and
- Five years' civil engineering experience related to the major responsibilities of this position; and
- Knowledge of civil engineering infrastructure design standards, principles and construction practices, development agreements, lot grading, surveying, relevant legislation, regulations, guidelines, and environmental assessments

Skills/Abilities:

- Ability to communicate effectively and concisely, both orally and in writing
- Ability to deliver presentations to a variety of audiences and to skillfully handle on-the-spot questions from senior officials, members of City Council, special interest groups, and the media
- Ability to establish and maintain effective relationships with the residents, developers, engineering consultants, construction managers, community/business groups, builders, utilities, other governments/agencies, elected officials, staff, and other department contacts.
- Excellent project/time management, analytical/critical thinking, problem-solving, and decision-making skills
- Proven skills in budget preparation and monitoring
- Must be a self-starter with excellent interpersonal skills
- Must be proficient in the use of computers and current related software, including MS Word, Excel, and PowerPoint, Project, AutoCad Soft Desk, ESRI GIS.
- Must be competent within the meaning of the *Occupational Health and Safety Act*

CONDITION OF EMPLOYMENT:

- Will be required to travel to various work locations and provide own transportation
- Must work and attend meetings outside regular working hours
- Must undergo a successful Criminal Record and Judicial Matters Check

PREPARED BY: M. MIEDEMA **APPROVED BY:** L. MACPHAIL
EFFECTIVE DATE: FEBRUARY 12, 2026 **SUPERSEDES DATE:** NEW
HOUSEKEEPING:

FOR HUMAN RESOURCES USE ONLY			
E	Safety Sensitive		Hearing Conservation
E	Technical/Professional		Administrative
	Managerial		Trades
	Operations		