



Engineering Coordinator

Township of Oro-Medonte

About the Township

Nestled along the trails, shoreline and beautiful hills of Simcoe County, the growing municipality of the Township of Oro-Medonte offers a unique experience to work, live and play. Built on the care for our land and community, the Township leads with a people first mindset, seeking opportunities to continually improve our commitment to deliver exceptional public services, improve our ways of working, and support our team's development.

About the Role

Reporting to the Manager, Development Engineering, the Engineering Coordinator will support the delivery of high-quality residential, institutional, commercial, and industrial development projects within the Township. This role coordinates engineering reviews, inspections, and documentation related to municipal infrastructure, development agreements, and engineered lot grading.

Highlights of key responsibilities include:

- Coordinate and track development engineering projects, agreements, securities, permits, and related documentation;
- Maintain accurate records, ledgers, journals, and digital files using Township systems (e.g., Laserfiche, GIS, Cloudpermit).
- Review engineering submissions, drawings, reports, and lot grading plans for compliance with Township standards, applicable legislation, and approved designs.
- Prepare draft reports and attend Council, Committee, stakeholder, and internal meetings as required.
- Respond to public, internal, and stakeholder enquiries related to site servicing, grading, and development construction.
- Conduct on-site inspections of municipal and private infrastructure, including roads, water, wastewater, and stormwater systems.
- Perform engineered lot grading, erosion and sediment control, servicing, and milestone inspections throughout the construction lifecycle.
- Coordinate and complete grading and engineered lot grading inspections on behalf of Building Services as they relate to associated building permits.
- Coordinate regulated and preventative maintenance requirements for development infrastructure during construction.

Please refer to the Engineering Coordinator job description for further information.

What You Bring

The ideal candidate possesses strong knowledge of municipal servicing, development construction practices, with experience in technical and applicable regulations and legislation. Additionally, the successful candidate will have a 3-year college diploma or university degree in civil engineering or a related engineering program, or Engineering Technologist (C.E.T.) designation with relevant diploma with a minimum of four (4) years of progressive experience in development engineering, construction inspection, or municipal infrastructure, or equivalent combination of education, certification, and experience in construction operations related to development, understanding of industry best practices in the provision of municipal and private services (water, wastewater, stormwater, utility and streetlights) and/or Operator in Training (OIT) with willingness to obtain required BCIN certification in Plumbing - All buildings at minimum.

A satisfactory Driver's Abstract and Criminal Background Check are required for this role.

What We Offer

This bargaining unit position offers a salary commensurate with experience and education (2026 salary range of \$42.48/hr. – \$51.03/hr.). The Township of Oro-Medonte values work-life balance, employee well-being, and professional growth. In this role, you will enjoy a flexible work environment, comprehensive employer paid health coverage, contributory OMERS pension plan, engagement events, and learning and professional development opportunities.

The Township of Oro-Medonte is an equal opportunity employer and is committed to fostering a workplace culture rooted in equity, inclusion, and respect.

Application Deadline

If you are interested in joining our team of dedicated municipal professionals, we encourage you to submit your application through our Township's website via the link below by **4:30 p.m. on August 17, 2026**.

[Apply Now!](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.