

Job Posting: #2021-30

Job Title: Development Review Coordinator

Department: Development & Strategic Services

Reports To: Manager, Development

Directly Supervises: N/A

Indirectly Supervises: N/A

Status: 24 month contract (includes vacation time, pension and benefits)

Hours per Week: 35

Salary Range: \$56,439 to \$68,601

Application Due Date: October 31, 2021

Position Summary

Reporting to the Manager, Development Services, this position has overall responsibility to ensure that planned development is reviewed and implemented in accordance with Municipal standards, approved conditions and statutory requirements. Further, the position will coordinate the Agreement process including preparation, approval and implantation.

Role Specific Duties and Responsibilities

1. Reviews/analyzes the servicing implications of development proposals including subdivision, site plan, and Committee of Adjustment applications and secondary plans; liaises with internal staff and external consultants on a regular basis; and provides engineering comments regarding draft plan approval to the planning services department for developments within the Municipal development plan.
2. Attendance and participation in pre-consultation, pre-construction, site and all development related meetings pertaining to the Municipal development plan.
3. Participates in the preparation of, and administers agreements for approved land development within the plan including finalization of engineering servicing requirements and securities, negotiating with developers on alternative servicing as/where required, collaborating with planning services and finance departments on financial and/or legal requirements of development agreements, recommending Letter of Credit reductions and securities releases when conditions met; and recommending substantial completion, final completion and final acceptance in consultation with the Director.
4. Works to minimize resident/business/community inconvenience during construction activity by implementing quality assurance mechanisms to ensure compliance with development agreements; investigates and tracks complaints; troubleshoots with residents and developer to resolve concerns; authorizes remedial action where necessary including overseeing procurement of services needed for remedial action and authorizing payments and associated chargebacks to developer and/or securities draws; reports regularly on construction progress and issues, all in consultation with the Director.
5. Monitors trends and best practices within the development engineering field; leads the development/update of development engineering servicing policies and standards in consultation with other internal departments/divisions and the Director.

6. Responds to inquiries from and/or liaises with residents/businesses/community groups, developers, consulting engineers, planners, solicitors, members of Council, other governments/agencies, utilities, internal departments/divisions etc. on land development agreements, land servicing requirements, engineering standards and conditions of approval, design issues, resident/business/community concerns and other development engineering matters.
7. Prepares reports/recommendations for Council, attends Council meetings as required; makes presentations and provides advice/guidance on engineering servicing and development agreements, assumption of services, project status, construction complaints, and other development engineering matters.
8. Formulates Terms of Reference and RFP/tender documents and associated evaluative criteria; for the hiring of engineering consultants and/or contractors to undertake/assist with development engineering work, as required; monitors their work and/or administers the agreements/contracts in accordance with Municipal policies/procedures.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Perform other duties as may be assigned in accordance with corporate objectives.
3. Accountable to ensure all work is in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

Required Certifications and/or Health and Safety Requirements

1. CET designation through OACETT preferred.
2. Project Management Professional (PMP) Designation or Project Management Certificate.
3. Valid Class G Driver's Licence in good standing and reliable vehicle to use on corporate business.

Education, Skills and Experience

1. Graduate of a three-year community college program in civil engineering at the technologist level or equivalent and a C.E.T. member in good standing with the Ontario Association of Certified Engineering Technicians & Technologists (OACETT);
2. Certified Project Management Professional (PMP);
3. Three to five years' directly related experience in both rural and urban development approval and inspection environments, preferably in a municipal setting;

4. Thorough knowledge of all applicable legislation including Planning Act, standards, and guidelines and Municipality of Meaford engineering standards;
5. Demonstrated technological proficiency and a thorough understanding of Civil Engineering and construction principles and best practices;
6. Excellent computer skills with emphasis on computer aided design and drafting applications;
7. Ability to manage and coordinate opposing views and find solutions and resolutions to complex issues;
8. Ability to think and act strategically and appropriately in a political and community service environment;
9. Ability to meet strict timelines and focus on shifting priorities as needed;
10. Computer literacy in MSOffice utilizing word processing, spreadsheet, presentation and database software, MS Project, Outlook and the Internet; familiarity with CADD/GIS software;

Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

Contacts and Interactions

- Communicates regularly with municipal staff, developers, government agencies, Solicitors and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2021-30 by October 31, 2021 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the



Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.