



Development Coordinator Technician

As a key member of the Planning and Development Services, you will support the development approval process by providing engineering and technical support to the Coordinator, Development Approvals in the review of new developments to ensure compliance with Town requirements; preparation of Development, Site Plan and Subdivision Agreements; monitoring and inspecting of site works; prepare engineering comments for planning applications, prepare plans, maps, presentations and GIS graphics, and liaise with the public on development related matters.

You will have a College Diploma in Civil Engineering, C.E.T. designation and a minimum of one year of practical civil engineering experience in a design and construction environment is preferred; you are adept at project management, troubleshooting and problem-solving. You possess exceptional interpersonal skills, experienced in building collaborative relationships with consultants, contractors and stakeholders.

Compensation includes an annual salary of \$69,498-\$83,382 and comprehensive health and wellness benefits.

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The deadline for receiving applications is 12:00 Noon on **FRIDAY, April 26, 2019**. Click [here to apply](#).

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Department: Planning & Development Services

Division: Development Approvals

Reports to: Associate Director Planning & Development Services

Position Objective

To support the development approval process by providing engineering and technical support in the review/approval of new developments to ensure compliance with Town requirements; preparing and administering legal agreements between the Town and developers/proponents and/or their agents. To provide technical, land-use planning support to Planning & Development Services.

Duties & Responsibilities

1. Coordinate the preparation/negotiation of Development, Site Plan and Subdivision Agreements and associated attachments and schedules, including comments and conditions from other Town Departments and outside agencies.
2. Monitor/inspect site works (Primary and secondary services) throughout the development process to ensure compliance with Town requirements for approved Site Plans, Subdivision and Development Agreements; track receipt of/release of securities; prepare progress reports; liaise with owners/agents, the public, other Town Departments, external agencies and stakeholders throughout the development process.
3. Maintain deficiency tracking program for site works.
4. Prepare engineering comments for planning applications (Committee of Adjustment and Zoning and Official Plan Amendments, Draft Plan of Subdivision/Condominium).
5. Coordinate property sub-search and other legal requirements; ensure completion of any required conveyances; coordinate/facilitate required approvals and clearing of conditions from other Town Departments and outside agencies leading to issuance of required permits.
6. Perform detailed review of and comment on engineering submissions for new residential, commercial, institutional and industrial developments; identify required engineering work; review cost estimates
7. Prepare/contribute to administrative reports/by-laws for site plan, subdivision and development agreements, including any security/financial requirements and any special provisions.
8. Contribute to the implementation of relevant policies, procedures and guidelines.
9. Support the approval and inspection of grading and lot drainage plans;
10. Assess situations that arise as a result of development, construction or occasionally drainage issues and liaise with members of the public on issues when necessary;

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11. Liaise with owners and agents and receive and answer inquiries from the public, lawyers, real estate companies, other departments. Provide information to proponents and the public on process and requirements.
12. Provide technical advice and support to internal and external customers; attend and provide evidence at legal/dispute resolution proceedings, if and as required.
13. Liaise with utilities and other government agencies.
14. Prepare and submit reports in an accurate and timely manner.
15. Prepare preliminary and final plans, maps, sketches and other graphics/displays for planning projects, circulations, administrative reports and public meetings

Education & experience

- Successful completion three (3) year Community College program in Civil Engineering
- Certified Engineering Technologist (CET) designation
- Valid driver's license
- A minimum of one (1) year of practical civil engineering experience in a design and construction environment
- Experience in dealing with the general public

Knowledge

- Applied, technical knowledge of civil engineering, including storm water management; sewer and waterworks design; noise abatement, and; Ontario Provincial Standard Specifications and Drawings
- Applied, technical knowledge of land use planning and development
- Applied, technical knowledge of local policies, procedures and legal requirements regarding development agreements and conditions of approval
- Technical knowledge of various statutes that relate to the land development process (Planning Act, Development Charges Act, Municipal Act, Local Improvement Act)

Skills & Ability

- Computer proficiency in email, word processing, spreadsheet applications, GIS and Auto CAD; operate computers, peripherals and general office equipment
- Judgment required but situations generally covered by procedures, standards or precedents
- Exercise discretion/tact when working on confidential/sensitive development proposals; when negotiating with developers/proponents and/or their agents
- Some ingenuity to respond to unique situations with revisions to standard methods
- Work independently with a minimum of supervision
- Interpersonal skills
- Communicate ideas effectively, orally and in writing
- Analytical skills

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Working Conditions

- Typical office environment; occasional field work
- Frequent close and highly concentrated mental and visual alertness
- Frequent contact with general public; frequent deadlines; interruptions; frequently works alone
- Limited supervision; work is performed to a large extent independently after assignment; has some choice of method and occasionally develops own methods
- Control/responsibility for cash/payments/securities
- May be exposed to some emotionally charged situations
- Occasional political contact
- Occasional work beyond the traditional work day/ irregular schedules
- Shifting deadlines/priorities
- Target completion dates range from one (1) day to three (3) months
- Errors in judgment, interpretation or calculations may result in increased cost, incorrect payments, misinformation, inconvenience and safety hazards

Chief Administrative Officer

Date