

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

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## Coordinator, Development Approvals (2 positions)

The incumbent is responsible for assisting in the technical review and evaluation of all engineering submissions for residential, commercial, institutional and industrial development proposals. The incumbent researches, compiles and evaluates development engineering documents associated with Draft Plans of Subdivision, Site Plan, Land Severance, Official Plan Amendments, Zoning By-law Amendments, Committee of Adjustment and all other Planning review processes and compliance requests.

### Successful applicants will possess the following:

- Diploma in Civil Engineering Technology and registered as a (or Eligible) Civil Engineering Technician or Technologist in Ontario.
- Municipal Engineering Association courses/certificates related to the position such as road design, sewer design, stormwater management would be an asset.
- Three years experience in engineering design review related to subdivision and site plan submission for municipal land development. Experience working with the municipal sector and understanding of the municipal role in the review and approval of planning applications would be an asset.
- Sound organizational, analytical problem solving, project management, presentation, business/technical writing, interpersonal, conflict resolution and customer service skills.
- Above average communication skills including ability to express thoughts clearly and concisely both verbally and in writing.
- In depth knowledge of current municipal design, construction practices and methodologies and provincial, regional and municipal standards.
- Working knowledge and application of Federal and Provincial regulations and requirements including but not limited to the Ontario Provincial Standard Specifications and Standard Drawings, *Environmental Assessment Act*, *Lakes and Rivers Improvement Act*, *Ontario Water Resources Act*.
- Ability to establish and maintain effective business relationships with consultants, employees, elected officials, agencies and members of the public.
- Ability to understand and interpret engineering plans and legal agreements.
- Ability to work independently under minimum supervision.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications and database management software.
- Certified in the Corporation's confined space entry procedure, Standard First Aid and Basic Rescuer CPR-C, and Working at Heights/Fall Arrest (or obtain within six months)
- Must possess a valid Class "G" Ontario Driver's Licence, and provide consent to conduct ongoing Driver's Abstracts through the Ministry of Transportation. A personal vehicle is also required for use in the performance of duties. A clean driving record is preferred.
- Must be prepared to work after hours and weekends as required.
- Must be medically and physically fit to perform the duties of the position.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation includes a comprehensive benefits package, pension plan and a salary ranging from \$35.29/hr. to \$39.21/hr. (based on a 35 hour work week).

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Qualified candidates may submit a detailed resume or online application form by **Monday, April 29, 2019** to:

Recruitment Specialist  
Human Resources Division  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](http://pickering.ca/employment)

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

**An Equal Opportunity Employer**