



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following full-time position:

Project and Development Coordinator **Public Works and Environmental Services**

Reporting to the Manager of Engineering Services the Project and Development Coordinator is responsible for administering construction projects initiated by any department and as well, is responsible for reviewing and recommending for approval, designs and construction of developer initiated municipal servicing projects including sanitary and storm sewers, water mains, roads, sidewalks, drainage systems and lot grading etc. In addition, this position in conjunction with other departmental staff is responsible for designing, reviewing and preparing tender documents and specifications, preparing and managing appropriate studies and providing technical assistance.

Duties and Responsibilities:

The position will:

- Design or review and recommend for approval designs and construction of municipal servicing projects including roads, water main, sanitary and storm sewers, stormwater management, lot grading, drainage systems, transportation engineering, street lighting and other municipal servicing in accordance with City approved policies and standards and accepted engineering practices.
- Review, assist in the preparation and administering of subdivision, site plan and other development and/or engineering agreements.
- Provide technical assistance as required.
- Liaise with the public, property owners, builders, other departments, utility companies, consultants, other levels of government, etc., on matters relating to both City and Developer initiated municipal servicing engineering and attend and facilitate internal and public meetings as required.
- Prepare and/or analyse technical studies and provide advice to departments.
- Perform site inspections within subdivision and site plan developments to ensure services are constructed in accordance with City standards and specifications and/or resolve problems related to design/installation or services.
- Respond to inquiries and resolve/refer as appropriate, complaints from property owners, builders, consultants, staff, other departments, etc., with regard to the administration of subdivisions and site plan agreements and other departmental related matters.
- Perform servicing design work related to City projects as assigned.
- Review site plan developments and subdivision plans, engineering drawings, draft plans, committee of adjustment applications, Zoning and Official Plan amendments,

etc. for City and Developer initiated projects with respect to City and Provincial standards, existing and proposed municipal servicing, specifications, by-laws and accepted engineering practices and comments and make recommendations on same; monitor progress for compliance.

- Advise on short and long term projects to be undertaken by the City relative to maintenance and construction of infrastructure works.
- Attend various committee meetings and other meetings as required.
- Prepare studies and/or coordinate and oversee consultant preparation of studies as assigned. Review and analyze associated report data, etc.
- Ensure compliance with all Provincial, Federal and Municipal statutes and regulations as they pertain to the position.
- Receive, respond to and resolve complaints, inquiries and requests for information and deal with all contacts in a courteous, efficient manner to promote a high standard of public relations at all times.
- Participate in the development of departmental policies and procedures.
- Ensure adherence to the City's Occupational Health and Safety policies and procedures and ensure that all program/office staff comply with policies and regulations.
- Perform such other duties necessary and assigned to maintain the continuity of functions under the incumbent's jurisdiction.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Education/Specialized Training/Skills:

The position will require:

- A minimum of a three (3) year College Diploma in Civil Engineering.
- A valid Ontario Driver's Licence with a favourable Driver's Abstract is required.
- Self-motivated with a demonstrated ability to function positively in a diverse range of teamwork situations.
- A highly developed sense of tact and diplomacy.
- Working knowledge of Microsoft Word and Excel.
- Excellent organizational, interpersonal and communication skills with a proven focus on service delivery.
- The position requires a detailed understanding of municipal urban, semi-urban and rural infrastructure matters including roads, water, sanitary and storm sewers, sidewalks, trails, etc.
- Communication, decision-making and public relationship skills are required together with the ability to issue clearly understandable written and oral instructions.
- The position requires a commitment to understanding and meeting customer/community needs, working with others as a team.

Work Experience:

At least five (5) years of progressive experience, directly related to plan review, project management and approval of municipal servicing and transportation engineering, preferably in a municipal environment.

Remuneration: 2021 C.U.P.E. Salary Grid Band 10 - \$38.41/hr - \$39.99/hr

Qualified applicants are invited to apply [online](#) with their resumes by **11:59 pm on December 12, 2021**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.