



The Town of Newmarket, Engineering Services
Requires a **Senior Engineering Development Coordinator - Residential**
Regular Full-Time (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Under the direction of the Manager, Development Engineering, the Senior Engineering Development Coordinator - Residential is responsible for providing engineering services within the Engineering Services Department, directing and coordinating the Town's Engineering Consultant, related to day to day field monitoring activities; resolving outstanding development-related field issues; reviewing performance security reduction applications and preparing recommendations accordingly; investigating and resolving enquiries and complaints; monitoring progress and scheduling of development in accordance with agreements; responding to all development related emergency calls; conducting research; reviewing and commenting on designs, reports and feasibility studies; reviewing residential site plan developments, preparing comments and cost estimates on development designs.

How do you qualify?

- Post-secondary degree in Civil Engineering with Professional Engineer designation or eligibility for membership in Professional Engineers Ontario (PEO) and progressive experience, or an equivalent combination of education and experience such as Certified Engineering Technologist (CET) with significant demonstrated experience.
- Demonstrated experience in residential subdivision development, engineering design, inspection and contract administration, including supervisory experience.
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
- Proficiency in Windows-based software applications, including Microsoft Office and AutoCAD.
- Demonstrated extensive knowledge of current engineering standards, specifications and criteria applicable to design and of related statutes and regulations including the Environmental Assessment Act, the Highway Traffic Act, the Occupational Health and Safety Act, the Development Charges Act, the Ontario Water Resources Act and Provincial legislation.
- Ability to work independently and to deal courteously and effectively with developers and their professionals, new homeowners, contractors, members of Council, other staff and the general public.
- Excellent verbal and written communication skills.
- Demonstrated knowledge of financial matters relating to all types of development, including performance security management.
- Class "G" Driver's License in good standing and reliable vehicle to use on corporate business.
- Available to work scheduled and unscheduled overtime as required.

Salary: \$85,102 - \$106,377

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **April 11, 2024**, quoting the file number **24-60**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.