

Job Description

DEVELOPMENT REVIEW COORDINATOR



Position Synopsis and Purpose

Reporting to the Director, Public Works and Engineering, this employee will utilize strong organizational skills to work with Municipality staff, Developer's Engineer, and many outside agencies and authorities to advance development infrastructure projects through our various certification stages towards completion and Municipal assumption.



Responsibilities

Description	Approx. Time Spent
<p>Asset Management</p> <ul style="list-style-type: none"> • Work with the Director to define and prioritize asset management functions and projects • Updates Department GIS and asset management infrastructure database systems • Document asset information and data collection for municipal core infrastructure • Act as a team member on the asset management software implementation team • Responsible for asset management data integrity and completeness for core infrastructure. • Assist with developing level of service definitions and performance measurement procedures for core infrastructure. • Investigate and recommend asset management best practices 	5%

Description	Approx. Time Spent
<p>Review and Process Administration</p> <ul style="list-style-type: none"> • Assists in the development, administration, maintenance and monitoring of development agreements and long-range transportation planning projects • Performs the required on-site development inspections in all weather conditions to ensure compliance with regulations and the Municipality's Infrastructure Design Standards • Maintain and perform annual review of the Municipality's Infrastructure Design Standards as required • Give advice on the interpretation and application of the policies, standards, methods and procedures of the Environmental and Transportation Divisions • Recommend, and undertake changes to Division polices, by-laws and standard operation procedures • Review and process applications for permits, coordinate on-site inspections to ensure compliance • Perform subdivision inspections • Preparation of Council reports as requested by the Department Director • Review and provide Public Works and Engineering related comments on planning applications • Undertake detailed review and provide comments on detailed engineering drawings, environmental studies, servicing studies, etc for subdivisions, site plans, service connections, etc. • Review and coordinate with applicants the completion of consent conditions • Work with and assist legal counsel with the review and preparation of all development agreements • Engage and manage external peer reviewers as required for various projects • Oversee release of development securities as required and oversee municipal warrantee and assumption process for new subdivisions. • Guide development projects through the various planning, design, construction and post-construction stages towards completion and Municipal assumption where applicable in order to facilitate the process for applicants 	60%
<p>Financial Management</p> <ul style="list-style-type: none"> • Prepare project cost estimates when requested by the Department Director • Update, monitor, and expense Municipal expenses associated with active development projects 	5%
<p>Community Outreach</p> <ul style="list-style-type: none"> • Maintain appropriate proactive public relations for the Public Works and Engineering Department by handling and responding to resident/public service delivery inquiries and complaints in a timely manner. • Liaison with various approval agencies, engineering consultants, sub-contractors as deemed required • Respond to inquiries from external engineering consultants and contractors on various aspects of municipal transportation and municipal servicing infrastructure 	15%

Description	Approx. Time Spent
<p>Other Duties</p> <ul style="list-style-type: none"> • Answers general questions on municipal operations where knowledge permits. • Provide assistance to Director, Public Works and Engineering as required in the compliance of various development proposals and the implementation of transportation planning and engineering activities. • Ensure current information is available in planning capital and maintenance projects • Review application and recommendations approvals for Road Occupancy, Utility Construction and Entrance permits • Formulate responses pertaining to development and site plan applications • Assist with coordinating work of consultants and contractors • Prepares detailed designs utilizing AutoCAD and ArcView GIS necessary to complete reconstruction projects • As required, provides assistance to other public works and engineering department positions and carries out other related duties as assigned. • Contributes to departmental goals and objectives and recommend new or improved ways to perform the finance function • Performs other duties as may be assigned in accordance with corporate objectives. • Responsible for records management with respect to Public Works and Engineering development related records. 	15%

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

Education (degree/diploma/certifications)

- Post-graduate degree or diploma in a relevant civil engineering field of study
- Eligible for membership with Ontario Association of Certified Engineering Technicians and Technologists or the Professional Engineers Ontario

Experience

- At least 3 years of continuous experience in a development, transportation, and environmental planning, operations and project management service environment or related civil engineering discipline

Knowledge/Skill/Ability

- Ability to read and interpret engineering prints, drawings, and survey information
- Ability to prepare construction drawings for maintenance of the municipal infrastructure
- Knowledge of the Planning Act and the planning and development process for a variety of development types.
- Excellent knowledge of mathematics and survey methods
- Superior written, communication and interpersonal skills
- Excellent customer service skills
- Ability to work with third party contractors and consultants, regulated agency officials and staff at all levels
- Proficient computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), AutoCAD Civil 3D, and ArcView GIS
- Thorough knowledge of the Occupational Health and Safety Act, Municipal Act, Highway Traffic Act, Municipal Act, Aggregate Resource Act, Ontario Traffic Manuals, and the MTO's various related transportation applicable regulations
- Valid driver's license – Class G

Note: As a condition of employment, the incumbent must provide a successful criminal background check while showing a clean driver's abstract.

In accordance with the Municipality of Middlesex Centre's COVID-19 Vaccination Administration Policy, all employees are required to provide proof of being fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.



Preferred Qualifications

Education (degree/diploma/certifications)

- Post-graduate degree or diploma in a relevant civil engineering field of study
- Membership with Ontario Association of Certified Engineering Technicians and Technologists or Professional Engineers Ontario

Experience

At least 5 years of continuous experience in a development, transportation, and environmental planning, operations and project management service environment or related civil engineering discipline

Knowledge/Skill/Ability

- Strong technical knowledge of transportation related processes, methodologies and construction practices, and proficiency in a project management role
- Knowledge of the planning and development process including construction inspection
- Working knowledge of the Ontario Health and Safety Regulations for construction and industrial operations
- Working knowledge of the various Ontario Traffic Manuals

- Demonstrated proficiency in utilizing Auto-CAD and Arc GIS
- Excellent verbal and written communication skills
- Strong organizational skills



Work Setting

Contacts

Contact	Frequency	Nature of Interaction
Public / Residents	Frequent– daily	Municipal concerns, process applications for permits, address transportation inquiries, locate requests, etc.
Contractors / Consultants	Frequent– daily	Contractual documents, project management, monitor work performed
Other Municipalities / County	Occasional– bi-weekly to monthly	Services
Utility Companies	Frequent– daily	Permits inquires/submissions
Municipal Departments	Frequent– daily	Coordination of building, community services, and corporate service(s)

Work Conditions

Approximately 80% of this position’s time will be spent in the office, attending meetings and performing core functions, while the balance 20% may be spent out of the office during normal working hours attending project specific site meetings, meeting and reviewing with co-workers reports, consultants, contractors and/or meeting with residents.

Frequent meetings with both internal and external clients/customers/stakeholders. Interactions are generally courteous and collaborative.

Normal hours of work are 37.5 hours per week, Monday to Friday. Some project specific evening public meetings may be required to attend.



Corporate Values

- **Respect:** We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.
- **Cooperation:** We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.
- **Innovation:** We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.

- **Integrity:** We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



Position Classification

Position Title	Development Review Coordinator
Division	Development Engineering
Department	Public Works and Engineering
Classification	Non-Union
Branch	N.A.
Reports to (Direct)	Director of Public Works and Engineering
Equivalency Code	N/A
Hours per Week	37.5
Effective Date	January 17, 2022
Revision Date	December 10, 2021