



**Employment Opportunity**  
**Development Engineering Coordinator**  
Permanent Full-Time  
Development Services  
Salary Range: \$98,505-\$115,238

The Development Engineering Coordinator oversees the planning, review, approval and implementation of municipal engineering infrastructure for new development, ensuring compliance with Township standards, sound engineering practices, and applicable legislation. The role provides technical leadership and mentorship while serving as a key liaison with Planning Services, developers, consultants, senior management, Council, and the public to support quality development and protect municipal infrastructure assets.

**Key Responsibilities:**

**Development Engineering & Technical Review**

- Conduct advanced technical reviews of development applications, engineering plans, reports, and studies including servicing, grading, stormwater management, transportation, noise, and landscape designs.
- Ensure compliance with Township policies, by-laws, standards, design guidelines, and accepted engineering practices.
- Provide professional engineering advice and support to Planning Services and other internal departments.
- Oversee updates to the Township's Design Criteria Guidelines and related technical documents.

**Construction Oversight & Field Coordination**

- Coordinate and oversee internal staff and external engineering consultants performing inspections of new infrastructure installations.
- Manage day-to-day field monitoring activities and resolve development-related construction and servicing issues.
- Conduct site inspections, troubleshooting in-field design issues, and addressing community and customer service concerns.
- Ensure compliance with winter maintenance requirements under O. Reg. 239/02 and applicable standards.

**Development Agreements & Administration**

- Prepare and administer development and site plan agreements, including engineering servicing requirements and performance securities.
- Review and recommend reductions or releases of letters of credit and securities based on substantial and final completion milestones.
- Coordinate pre-construction meetings, site meetings, and warranty inspections, including preparation of deficiency lists and reports.
- Confirm land dedications, parkland servicing, conveyances, and compliance with agreement obligations.

**Project Management, Reporting & Council Support**

- Manage development engineering project files and monitor timelines in accordance with approved agreements.
- Prepare reports, recommendations, and presentations for senior management and Council, and attend Council meetings as required.
- Investigate complaints (e.g., mud tracking, construction impacts) and authorize corrective or remedial actions as necessary.



#### Consultant & Contract Management

- Liaise with municipal engineering consultants and oversee their work on development files.
- Prepare terms of reference and RFP/tender documents for engineering consultants and contractors.
- Monitor consultant performance and ensure deliverables meet Township requirements.

#### Data, Asset & Program Management

- Review and confirm as-constructed information.
- Ensure accurate updates to the Township's GIS systems, including infrastructure, easements, and development-related data layers.
- Coordinate the collection and integration of asset data for the Township's asset management system.
- Administer the Site Alteration By-law, including application processing and updates.
- Update and maintain the Township's Transportation Master Plan and support its implementation through development applications.

#### Supervision & Leadership

- Supervise assigned staff, including work planning, recruitment, training, performance management, and discipline where required.
- Provide leadership, guidance, and mentorship to junior staff within the development engineering function.

#### **Qualifications:**

##### Minimum Requirements

- Three-year diploma in Civil Engineering Technology or related discipline from a recognized post-secondary institution.
- Five (5) to eight (8) years of progressive experience in an engineering environment.
- Certified Engineering Technologist (CET) designation with OACETT.
- A combination of education and experience may be considered.

##### **Assets:**

- Eight (8+) years of experience in municipal and/or private-sector engineering.
- Municipal construction inspection and design experience, including subdivision and site plan agreement administration.
- Post-graduate coursework in stormwater management, transportation, or geotechnical engineering.

Please submit a cover letter and resume sharing your interest and how you meet the qualifications of this position no later than **4:30 p.m. on April 29, 2026**. Please address all applications to Valerie Ratchford, at [resumes@scugog.ca](mailto:resumes@scugog.ca).

NOTE: Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.