



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

Purpose & Scope of Position:

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. The Project and Development Coordinator assists in the management of City assets.

Education & Work Experience Requirements:

This position requires a three (3) College Diploma in Civil Engineering and a valid Class G Driver's licence. The successful candidate will be self-motivated with a highly developed sense of tact and diplomacy.

A minimum of five (5) years progressive experience directly related to plan review, project management and approval of municipal servicing and transportation engineering, preferably in a municipal environment is required for this position. Furthermore, the incumbent will have a detailed understanding of municipal urban, semi-urban and rural infrastructure matters with excellent organizational interpersonal and communication skills. As well as experience with asset management and active transportation.

Remuneration: 2019 C.U.P.E. Salary Grid Grade 10 - \$36.35/hr - \$37.86/hr

Qualified applicants are invited to visit the City of Quinte West website at www.quintewest.ca and complete the application form and email it along with a resume clearly marked: "Project and Development Coordinator" in the subject line to: hr@quintewest.ca. Applications will be accepted until **4:30pm on Friday January 11, 2019.**

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 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.