

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
JOB OPPORTUNITY  
ENGINEERING, DEVELOPMENT & WORKS  
DEVELOPMENT COORDINATOR  
FILE #: 2018-56**

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The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the **Development Coordinator** position. Reporting to the Director of Development Services, the Development Coordinator will assist with development related and municipal capital projects and facilitate approvals from various internal departments. The Development Coordinator will also represent municipal interests on-site for development projects and liaise with the developer's representatives and provide direction to consultants and contractors retained by the municipality.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Civil Engineering, Planning or related discipline with a designation as a Certified Engineering Technologist
- 2-3 years of work related experience; municipal experience preferred
- Thorough knowledge of the *Safe Drinking Water Act*, American Water Works Association Standards, Ontario Water Main Disinfection Procedure, *Ontario Highway Traffic Act*, *Ontario Traffic Manuals and Traffic Engineering Manuals*, *Ontario Planning Act*, *Municipal Act* and other related legislation
- Experience with, and understanding of municipal infrastructure design, drafting, plans, review, development process, infrastructure inspections, lot grading and contract administration of municipal and development infrastructure projects
- Detail orientated with the ability to read and understand technical documents and contracts to clearly interpret and relay details
- Proficient in Microsoft Office applications and engineering software such as AutoCAD, GIS software, digital communication tools and other related databases
- Valid "G" Driver's License

The salary range for this full-time permanent position is \$66,524 to \$80,830 per annum, as per Band 4 of the Non-Union By-Law. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your cover letter and resume prior to **4:00 pm on November 19, 2018** to [careers@pecounty.on.ca](mailto:careers@pecounty.on.ca). Please email your request or call (613) 476-2148 ext. 1042.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process.

The personal information being collected will be used in accordance with *The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.