

## CITY OF HAMILTON

**LAST UPDATED – JANUARY 2024**

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**(GROWTH MANAGEMENT DIVISION – ENGINEERING APPROVALS – DEVELOPMENT SECTION - LOCATION – 71 MAIN ST. W., - 6<sup>TH</sup> FLOOR)**

**DEVELOPMENT CO-ORDINATOR - CUPE 5167**

### **SUMMARY OF DUTIES**

Reporting to the Senior Engineer, Development Engineering, reviews and comments on all development applications as they pertain to environmental and servicing matters. Identifies or directs engineering analyses required as a result of development activity; reviews and comments and provides recommendations on development applications on a daily basis and prepares various Development Agreements for senior staff and Committees and Council. Assists in the complex review and approval of engineering drawings, that may include extension of municipal services, shoring and construction management plans, and Functional Servicing and SWM reports; complex review and approval of site grading and servicing plans and prepares servicing permit. Presents results in both written and verbal form at hearings, meetings, committees, and to elected officials, staff and the public.

### **GENERAL DUTIES**

Reviews, provides comments and recommends conditions of approval for development applications as they pertain to environmental and servicing matters and identifies or directs engineering analyses required as a result of development activity.

Attends meetings with external customers and internal staff as required.

Prepares various Development Agreements.

Completes review of the Engineering Design Drawings using Blue Beam digital review software.

Calculates sewer/water permit costs based on municipal fee schedules and user fees for development applications.

Accepts cash and letters of credit as required for Development Agreements.

Determines and recommends cost recoveries for municipal services related to specific developments and/or inquiries.

Determines cash and security requirements for applicable Development Agreements.

Assists maintaining and updating engineering guidelines, manuals, standards and policies.

Co-ordinates and reviews matters related to development applications, grading, servicing and storm water drainage with municipal staff and other agencies.

Provides advice to architects, engineers, surveyors, lawyers and other City staff on City policy and design considerations for private developments.

Investigates and makes recommendations on grading and drainage complaints.

Investigates, reports, resolves and co-ordinates development related concerns from the public.

Provides technical guidance/direction to engineering students.

Works in accordance with the provisions of applicable health and Safety legislation and all City of Hamilton corporate

and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Proven demonstrated knowledge of the duties described, normally acquired through graduation from a recognized Community College in an accredited course such as a Civil Engineering Technologist with progressive and related experience in the planning process and development control with respect to municipal and private servicing, grading, drainage, storm water management and associated environmental matters and/or a combination of education and progressive work-related experience.
2. Member of, or eligibility for, certification with the Ontario Association of Certified Engineering Technicians and Technologists, is preferred.
3. Excellent written and verbal communications skills.
4. Must be proficient in the use of a computer and various software programs; i.e. Word, Access, Excel, Blue Beam, Drawing Management System.
5. Must possess a valid Class "G" Driver's Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**SALARY:**

**Salary Grade L**

Per hour

**HOURS:**

35 per week

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

\*\*\*\*\*