

# JOB DESCRIPTION



<b>Job Title</b>	Development Coordinator		
<b>Reports To</b>	Manager of Planning	<b>Job Grade</b>	9
<b>Department</b>	Community and Development Services	<b>Hours per Week</b>	35
<b>Location</b>	Town Hall	<b>Effective</b>	June 14, 2023
<b>EBG Employee:</b>	Yes	<b>Status</b>	Full Time

## Job Summary

The Development Coordinator, under the direction of the Manager of Planning, will primarily be responsible for coordinating all development site plan and subdivision agreements, preparing, updating, and improving development guidelines, manuals, and processes. This position also assists in the interpretation and provides input on the preparation and formulation of policies, by-law provisions and reports on development related matters in accordance with sound planning and engineering principles, procedures and policies. This liaison position works closely with Planning, Building and Engineering Staff.

## Job Requirements

- Post-Secondary education in Civil Engineering, Planning, GIS or related programs.
- Minimum of Three (3) years of progressive experience including related courses, memberships or designations.
- Experience in a municipal environment preferred.
- Experience in project management.
- Ability to interpret technical and engineering plans and reports.
- Excellent computer skills including GIS.
- Good organizational and time management skills.
- Must be able to anticipate and work towards deadlines.
- Strong presentation, written and verbal skills.
- Strong communication and customer service skills.

## Job Duties

- Review site plan, subdivision and development agreements, and engineering and construction drawings for compliance.
- Respond to development related inquiries.
- Liaise and coordinate with other Departments.
- Provide information to the public regarding outside agency requirements, regulations, processing, timing and other functions regarding development.
- Communicate with outside agencies such as Niagara Region, Niagara Escarpment Commission and Niagara Peninsula Conservation Authority.

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- Conduct site inspections for lot grading, water and sewer infrastructure, and other ongoing inspections that may be required.
- Conduct regular site inspections of active developments to confirm adherence to site plan and development agreement terms and conditions.
- Coordinate and attend site meetings with developers, contractors, consultants, and residents as needed.
- Conduct review of development-related document packages including as-built plans, survey plans, etc.
- Prepare and retain accurate records of all site inspections.
- Prepare development agreements that represent the Town's interests and requirements with respect to development approvals.
- Coordinate development agreements through to clearance of conditions, completion, and closure of agreements including reports to Council for assumption of Town services.
- Confirm that securities are in place prior to start of work, and ensure appropriate securities are maintained for all ongoing developments.
- Receive and review requests for release/reduction of securities and coordinate the release/reduction of securities with all relevant Town Departments.
- Database management including maintaining street name database.
- Chair Development Coordinating Committee meetings and post-meeting follow up with Departments to ensure deficiencies and required information are completed.
- Chair Pre-Construction meetings with developers, representatives, and Town staff.
- Develop and implement policies, systems and procedures for the Town with respect to processing development applications and agreements.
- Respond to inter-office, public, solicitors and agency inquiries by way of providing professional advice and opinion regarding development requirements and general development inquiries.
- Liaise and coordinate with the Town Solicitor as required.
- Ensure the highest standards of confidentiality and integrity at all times.
- Adhere to, support and promote all Town policies and procedures, regulations, and other related guidelines.
- Optimize and use initiative daily to execute efficient work practices.
- Ensure Department practices are in compliance with legislation.
- At all times, work in a safe manner promoting health and safety and compliance with the Occupational Health & Safety Act.
- Participate in regular team meetings and support team building.
- Perform other duties as assigned by the Manager of Planning and/or the Director of Community & Development Services.

## **Competencies**

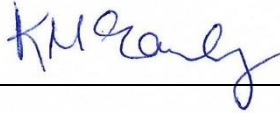

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- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- Customer Focus - Provides superior service to internal and external customers.
- Collaboration – Work together with others in a coordinated manner to achieve a shared goal.

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- Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out the cause-and-effect relationships in order to resolve them. Use logic and analytical methods to come to realistic solutions.
- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- Project Management - Accurately estimates duration and level of difficulty of tasks and projects. Sets out goals, objectives, and work plans to complete tasks and projects.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.

<b>Reviewed By: Name and Title</b>	Kirsten McCauley, Director of Community and Development Services		
<b>Signature:</b>		<b>Date Reviewed:</b>	June 14, 2023
<b>Approved By: Name and Title</b>	Marnie Cluckie, CAO		
<b>Signature:</b>		<b>Date Approved:</b>	June 14, 2023
<p>The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			