



Development Coordinator

In all we do, we have the freedom to be our best self, belong, excel....

Under our 'One Town, One Team' approach, you will work in a dynamic cross functional environment with a focus on continuous improvement and quality and excellence in customer service. As part of the Development Coordinator team, you will coordinate and facilitate site plan applications and zoning administration to ensure timely and effective planning, engineering and building processes from project start to completion. With a focus on continuous improvement, quality, you will provide support for the Secretary Treasurer of the Committee of Adjustment, facilitate and monitor circulation of applications to commenting agencies, review development applications for completeness in accordance with the Building Code, Planning Act, Town By-laws and all other applicable legislation. You will also coordinate inspections of development projects to ensure compliance with approved plans, undertake preliminary review of technical studies/reports and confer with internal and external stakeholders on various development initiatives. Your role will also be to support planning and building application processes to ensure that planned and sustainable development occurs with the Town of Innisfil. The role will also convene and attend pre-consultation meetings, co-ordinate comments/responses to applicants from internal staff, peer review consultants and external commenting agencies, and facilitate building permit submissions/permit issuance.

We are seeking an intrinsically motivated, engaged and dynamic individual with a background in either Civil Engineering Technology, Architectural Technology, Transportation Planning, Landscape Architecture, Urban Planning, Regional Planning or related discipline. The preferred candidate holds the General Legal and House qualifications as set out in the Ontario Building Code Act, and has three (3) to five (5) years' experience in a planning, engineering or building department environment, including site plan and Committee of adjustment experience. Municipal experience is an asset. A Valid Class G driver's licence and access to a reliable vehicle to use for corporate business is required as is the ability to attend evening and weekend meetings.

For a copy of the complete job description, to learn more about the Town of Innisfil and to apply, please visit www.innisfil.ca/employment. Closing date is **October 25, 2017**.

To apply to this position, submit your application online through our applicant tracking system. In the event you require an alternate method of submitting your application, please contact the Town's People & Talent team by calling 705-436-3710.

We thank all applicants and advise that only those selected for an interview will be contacted. 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*.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact Human Resources.