



Engineering Site Plan Coordinator

Reporting to the Manager of Development Engineering, the Engineering Site Plan Coordinator is responsible for the coordination, review and approval of all engineering related aspects of site plan developments.

Job Duties Include

The responsibilities and duties of this position includes but is not limited to:

- Coordinates detailed engineering review and approval of site plan development applications
- Reviews stormwater management reports, noise studies and soils reports
- Analyzes and coordinates the comments from internal/external agencies and provide conflict resolution
- Provides engineering design information and expert design advice
- Negotiates cost sharing arrangement for development agreements between the Town and various stakeholders
- Coordinates and liaises with external agencies to ensure requirements are met
- Prepares and provides engineering comments on OPA's, Zoning By-law Amendments, Committee of Adjustment applications and Land Division Consents
- Supervises the site inspection process and attend construction site meetings
- Provides advice, coaching and mentoring to engineering staff
- Provides customer service regarding engineering consultant and developer related inquiries by telephone, front counter, e-mail and site visits. Liaises with members of Council regarding customer inquiries

Qualifications/Skills

- University degree in Civil Engineering (or a program deemed equivalent) with 5 years of related experience, or a combination of training, education and experience deemed equivalent
- Licensed (or eligible) by Professional Engineers Ontario as a Professional Engineer (P.Eng.)
- Project Management Professional (PMP) designation and/ or specialized training in project management, construction law, tendering practices and budget management
- Good knowledge of municipal engineering practices and application for the review and approval of detailed engineering design.
- Excellent communication skills including written, verbal and listening communication skills. Must be able to prepare written reports and deliver presentations to Council and the public
- Proven organizational skills and ability to work on many projects simultaneously
- Strong skills in Microsoft 365 (Teams, Word, Excel, PowerPoint, Outlook)
- AutoCAD training and/or certificate
- Experience in the broader public sector, in a unionized environment an asset
- Valid Ontario Class 'G' driver's license

What is Offered to Staff

- **Rate of Pay:** \$44.65 - \$47.25 per hour (\$81,263 - \$85,995 per year)
- **Hours of Work:** This is a unionized position that works a 35 hour work week. The hours of work are 8:30 a.m. – 4:30 p.m. and are in accordance with Schedule A of the Collective Agreement.
- **Benefits** - The Town offers full-time staff a comprehensive benefit package with paid sick and vacation leave; Parental Leave Top-up; Employee & Family Service Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension).

How to Apply

If this opportunity matches your interest and experience, go to www.ajax.ca/careers and apply by 11:59 p.m. on September 24, 2025.

Equal Opportunity Employer

The Town of Ajax is committed to employment equity and building a workplace where all employees feel valued, respected and supported. We welcome applications from candidates of all backgrounds, especially those who have been historically excluded, including Black and Indigenous people, racialized communities, disabled persons, 2SLGBTQIA+ individuals, and others facing systemic inequities. If selected for an interview, you will be provided with an opportunity to indicate your access needs. We are committed to ensuring an accessible and respectful hiring process.