



**DEVELOPMENT SERVICING COORDINATOR**  
**Development Servicing Division**  
Regular Full-Time

We acknowledge with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmiḥə́m word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sǰəciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

One of BC’s Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

We are looking for a skilled Development Servicing Coordinator to join our team. As the Development Servicing Coordinator, you will be responsible for supporting our Development Servicing Division in ensuring that all development-servicing projects are efficiently processed, tracked and coordinated through application to final approval. This position tracks and coordinates all types of development servicing applications, and is regularly required to interface with members of the general public, applicants, consultants, internal departments and external agencies in order to maintain a streamlined development process.

The successful candidate for this position will be responsible to:

- Review, coordinate and process development servicing and engineering documentation for all land development and subdivision applications;
- Administer, track and coordinate all required documentation including insurance, fees and plans for site servicing pre-construction approval issuance;
- Coordinate and process permits and applications for servicing related items including single family and erosion/sediment control permits;
- Review and track legal performance agreements and required payments and securities for accuracy, compliance and reductions;
- Plan and exchange technical information and provide guidance and assistance to a variety of internal and external contacts on servicing related matters;
- Act as a liaison and coordination between staff and/or developer and their consultants;
- Review, recommend and implement section processes and procedures for continued process improvements.

Our ideal candidate will have completed a diploma in civil engineering, related discipline or an equivalent combination of training and experience. If you are, a self-starter who is passionate about departmental regulations, bylaws functions, procedures and policies related to development servicing and public infrastructure, we would love to hear from you.

The City offers a competitive salary a CUPE hourly rate of \$34.23- \$40.29, a comprehensive benefits package, and an earned day off program is being offered. Applicants under consideration will be required to undergo a police security clearance evaluation with no adverse reports.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on May 24, 2023.**

*The City of Coquitlam is an Equal Opportunity Employer.  
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*