Sorbara Development Group
Engineering Coordinator, Development

About the Company
The Sorbara Group of Companies is a pioneering force in Ontario's real estate industry. Having operated commercial, industrial, office and retail properties, managed residential rentals, and built high-rise and low-rise communities for several decades, we have witnessed firsthand key changes in the Greater Toronto Area real estate market. This unparalleled wealth of experience has allowed us to develop long-lasting relationships with our partners, stakeholders, homeowners, tenants, and employees. With over 85 years of experience in our industry, Sorbara Group of Companies has built a thriving integrated real estate, planning, development, construction, investment, and management firm.

Position Summary
The Engineering Coordinator, Development plays a key role in the planning, coordination and execution of land development projects from initial concept through construction, registration and municipal assumption. Working closely with the Development and Construction teams, this position is responsible for coordinating engineering approvals, managing servicing and infrastructure requirements, monitoring project budgets and schedules, and supporting the successful delivery of development projects.

The successful candidate will act as a liaison between consultants, contractors, municipalities, utility providers, and internal stakeholders to ensure engineering and servicing milestones are achieved in a timely and cost-effective manner. This role requires a strong understanding of municipal engineering, land development processes, and project coordination, combined with the ability to manage multiple priorities in a fast-paced environment.

The ideal candidate is detail-oriented, proactive, and highly organized, with strong analytical and problem-solving skills and a commitment to delivering high-quality development projects from concept through completion.

Key Responsibilities
1. Concept Development
- Research and provide critical analysis of servicing and construction alternatives for various projects;
- Create and manage Project Budgets, Cash Flows & Schedules; and
- Work together with the Development team to facilitate planning approvals.

2. Engineering & Land Use Approvals
- Oversee the coordination and preparation of engineering and servicing related permit applications;
- Submit, follow up and expedite circulation of engineering and construction related applications through the review process;
- Expedite responses to various agency comments;
- Coordinate and attend meetings with municipalities, agencies, committees and Councils as required;
- Expedite timely approvals in order to facilitate site servicing to meet overall project timelines; and
- Review and comment on subdivision agreements, Hydro Offers to Connect and other utility agreements.

3. Construction

Pre-construction:

- Follow up and coordinate drawing completion and approval;
- Coordinate and expedite engineering, landscaping and hydro;
- Design approvals and permits;
- Lead tender issuance, tender analysis and assist in tender; and
- Negotiations and award.

Construction:

- Attend construction site meetings as owner representative;
- Ensure construction schedules and specifications are being maintained;
- Ensure completion of all servicing matters to allow for building permit issuance, registration and assumption; and
- Peruse security reductions and cost recoveries.

Post-construction:

- Follow up and coordinate post-construction warranty work, arrange completion of deficiencies and follow up on municipal requirements for assumption of works.

4. Administrative

- Assist in the creation and maintenance of project files;
- Set up subcontracts and budgets, review associated invoices to ensure budget compliance, and prepare and maintain subcontract tracking reports;
- Prepare and maintain project schedules;
- Critically review existing administrative procedures and provide input into alternatives with an eye to improve work flow;
- Develop and maintain a data base of project unit rates and pricing for use in developing future budgets and reviewing current bid proposals;
- Become involved in industry events and functions; and
- Other duties not mentioned above as determined by the needs of this role.

Qualifications & Experience

- Degree or diploma in Civil Engineering, Engineering Technology, Construction Management, Land Development, or a related field;
- Previous experience in the development and construction industry;
- Strong understanding of land development processes, municipal servicing requirements, engineering approvals, and construction practices;
- Experience coordinating engineering and servicing applications, permits, and approvals with municipalities and regulatory agencies;
- Knowledge of subdivision agreements, development agreements, utility coordination, and municipal approval processes;
- Familiarity with site servicing, grading, stormwater management, roads, utilities, and municipal infrastructure projects;
- Ability to review engineering drawings, servicing reports, and technical documentation with attention to detail;

- Strong project coordination and organizational skills, with the ability to manage multiple projects and deadlines simultaneously;
- Excellent verbal and written communication skills, with the ability to build effective relationships with consultants, contractors, municipalities, utility providers, and internal teams; and
- Valid driver's licence and ability to travel to project sites and municipal meetings, as required.

Sorbara offers competitive compensation commensurate with experience. The expected salary range for this position is $60,000 to $100,000. This position is a future/anticipated hiring need.

How to Apply
Interested? We'd love to see your application! Please send your resume and cover letter to careers@sorbara.com referencing the Engineering Coordinator, Development position. We appreciate your interest in the position; however, only candidates selected for an interview will be contacted.

The Sorbara Group of Companies welcomes diversity in the workplace and, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sorbara is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the recruitment process, Human Resources and/or the Hiring Manager will work with applicants requesting accommodation.