



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3752-001/002

CALL NO. 26-4673

Job Designation:	Development Construction Coordinator
Department:	Building
Job Details:	Permanent Full-time
Salary Range:	\$94,174-\$114,841
Pay Grade:	12
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on July 24, 2026 .
Posting Status:	Open to all current Town of Oakville employees and external applicants

This job posting is for two existing vacancies and therefore will be filled accordingly.

Reporting to the Manager, Policy, Training & Administration, the Development Construction Coordinator is responsible for leading the municipality's Development Construction Compliance Management Program. This position serves as the corporate subject matter expert for construction compliance matters and is responsible for identifying, investigating, assessing, prioritizing, and coordinating responses to construction-related compliance concerns. The role works collaboratively with internal departments, external regulatory agencies, contractors, developers, residents, and elected officials to drive timely resolution of complex issues while mitigating municipal risk and protecting public safety.

Job Responsibilities

Construction Compliance Leadership

- Conduct proactive site monitoring and compliance reviews across active development and construction projects.
- Assess construction activities for compliance with approved permits, development agreements, site plans, by-laws, and applicable legislation.
- Establish priorities and implement risk-based compliance and intervention strategies.
- Identify emerging risks related to public safety, environmental protection, infrastructure, and municipal liability.
- Lead and coordinate responses to complex construction compliance issues.

Investigations and Issue Resolution

- Investigate reported and observed compliance concerns.
- Determine appropriate corrective actions and escalation pathways.
- Coordinate responses involving municipal departments and external Authorities Having Jurisdiction.
- Monitor corrective actions and conduct follow-up inspections to ensure issues are resolved.
- Support legally defensible compliance outcomes through sound investigative practices.

Documentation and Reporting

- Maintain detailed records of site observations, investigations, evidence, and compliance activities.
- Prepare reports, summaries, and recommendations for management, Legal Services, Risk Management, and regulatory authorities.
- Ensure documentation meets evidentiary requirements for enforcement actions, administrative penalties, and legal proceedings.
- Track issues from initial identification through final resolution.

Stakeholder and Agency Coordination

- Act as the primary liaison for complex construction compliance matters.
- Coordinate activities among Building Services, Engineering, Planning, By-law Enforcement, Fire Prevention, Legal Services, Risk Management, conservation authorities, utility providers, and provincial agencies.
- Facilitate alignment and resolution among stakeholders with competing priorities.
- Represent the municipality in meetings involving contractors, developers, agencies, and community groups.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

Community Relations

- Respond to construction-related inquiries, complaints, and concerns from residents, businesses, Councillors, and community stakeholders.
- Investigate concerns and coordinate responses with internal and external partners.
- Communicate technical and regulatory information clearly and professionally.
- Facilitate discussions and de-escalate conflicts arising from construction impacts.

Program Development and Continuous Improvement

- Contribute to the development and implementation of policies, procedures, standards, and training initiatives related to construction compliance.
- Analyze trends, recurring issues, and systemic risks to identify opportunities for program enhancement.
- Provide technical guidance and subject matter expertise to staff and stakeholders.
- Support continuous improvement of the municipality's Construction Compliance Management Program.

Qualifications

- Post-secondary diploma or degree in Civil Engineering Technology, Construction Management, Urban Planning, Environmental Studies, or a related discipline.
- Professional certifications such as C.E.T., BCIN, PMP, AMCTO, or equivalent certifications are considered an asset.
- Minimum 5–7 years of progressively responsible experience in construction, development, regulatory compliance, municipal operations, inspections, or a related field.
- Experience interpreting legislation, permits, development agreements, and regulatory requirements.
- Experience conducting investigations, preparing detailed documentation, and managing complex stakeholder issues.
- Experience working within municipal, regulatory, construction, or development environments is strongly preferred.
- Strong knowledge of construction practices, site development, and municipal regulatory frameworks.
- Working knowledge of the Municipal Act, Planning Act, Building Code Act, municipal by-laws, and related legislation.
- Ability to interpret construction drawings, site plans, specifications, permits, and development agreements.
- Excellent investigation, analytical, and problem-solving skills.
- Strong report writing and documentation abilities.
- Exceptional communication, negotiation, conflict resolution, and stakeholder engagement skills.
- Ability to exercise sound judgment in complex and sensitive situations.
- Proficiency with Microsoft Office Suite and experience using permit management, GIS, AMANDA, drone and inspection software systems.

DATED: [July 10, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components of the recruitment process is 75%.

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

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