



Field Servicing Manager

Position	Field Servicing & Engineering Manager
Reports to:	Project Director, Land & Engineering
Location:	Project Site and Head Office, 85 Renfrew Drive, Markham, ON
Type of Position:	Full-time Permanent

Who We Are?

At Green City, we live and breathe sustainable luxury. It starts right at the design stage with innovative ideas, natural materials and energy saving techniques. Through environmental sustainability and equitable development strategies, Green City is focused on the future. We offer homeowners greener communities and more efficiency in home design.

Position Overview

In this role, you will assist all Land & Planning activities required for multiple home building development projects in this company.

Key Functions & Duties

- Coordinating and managing in all phases of Site Servicing construction.
- Assist with the review of tender documents and tender analysis, negotiating and awarding of works as requested.
- Responsible for financial reporting and variance analysis reporting.
- Manage and monitor change orders during the construction process.
- Review Progress Payment Certificates.
- Co-ordinate and effectively manage any fill and topsoil issues (i.e., excess/deficient).
- Inspect and review construction and development work such as storm management ponds, water and sewage pumping stations, sewers, watermains, roads, etc.
- Maintain records of quantities and unit counts for payment verification.
- Maintain written and photographic records of all relevant site issues and meetings.
- Assist in co-ordinating and managing the consulting engineer during the approval and construction stages.
- Assist in co-ordinating and managing all required consultants.
- Assist in the Plan Registration process.
- Assist in resolving any disputes that arise with consultants and contractors.



- Manage submission, reduction, and cancellation of letter of credits.
- Assist in reviewing, investigating, and approving of all developer-related invoices.
- Assist in managing development budgets.
- Manage obtaining final assumption and the release of letter of credits.
- Assess and record all builder damages/deficiencies.
- Attend and minute all site meetings.
- Schedule and attend Pre-Construction Turnover Inspections with owner's consulting engineer.
- Inspect site for any deficiencies for which the servicing contractor should be responsible to rectify prior to builder's construction activity. (i.e., above ground services, base curbs & asphalt, water boxes, fencing, catch basins, street signage, etc.)
- Prepare detailed summary of deficiencies and observations as a matter of record and distribute to all relevant parties.
- Assist the Project Director at Green City for all work that is administered.
- Assist in reviewing potential land acquisition opportunities.

Skills & Qualifications

- University Degree, P.Eng. or C.E.T. designation
- Minimum of 5 years of contract administration and site inspection experience and in the field of inspection of municipal engineering works in the construction and servicing of residential subdivisions and site plans.
- Experienced in project planning, risk management, cost management, schedule management and contract administration.
- Familiarity with sewer, watermain, stormwater management facilities, pump stations and road construction materials, methods, and processes.
- Ability to interpret construction and engineering drawings and specifications.
- Ability to work cooperatively as part of a team.
- Computer skills including word, excel, windows applications, AutoCAD, and the ability to learn other software.
- Strong spatial aptitude and blueprint reading skills, able to read and interpret various land-use, surveyor, engineers, landscape, and architectural drawings.
- Possess working knowledge of the development approval process including Zoning By-Law Amendments, Official Plan Amendments, Site Plan Control, Plans of Condominium and Plans of Subdivision.
- Detailed oriented individual who adheres to aggressive timelines.
- Solid and broad understanding of all aspects of fiscal management and information technology. Proven negotiation and mediation skills.
- Excellent written, verbal, and interpersonal communications skills.