

Now hiring.

Land Development Coordinator



www.dougarryhomes.com/career



The Land Development Coordinator provides hands-on, day-to-day field coordination for land development projects, monitoring site activity, coordinating with contractors, consultants, inspectors, and utilities, and ensuring all work aligns with approved drawings, subdivision agreements, schedules, safety standards, and company expectations. Execution-focused, the role serves as the Manager's on-site presence to identify issues early and support continuous project progress that is on time and within budget.

Education and Qualifications:

- Diploma or degree in Civil Engineering Technology, Civil Engineering, Construction Management, or a related field.
- C.E.T. or C.Tech. designation is considered an asset.
- 3+ years of experience in land development and/or civil construction.
- Direct exposure to subdivision servicing, grading, roads, stormwater, and municipal inspections.
- Experience working under a Development Manager or Construction Manager in a coordinator or technician capacity is preferred.

Required Knowledge/Skills:

- Ability to read and interpret civil drawings, grading plans, servicing plans, and specifications.
- Working knowledge of land development construction sequencing.
- Understanding of the planning process, subdivision agreements, municipal standards, and assumption processes.
- Proficiency in Microsoft Office (Excel, Word, Outlook; Project an asset).
- AutoCAD Civil 3D familiarity is an asset.
- Strong field awareness and attention to detail.
- Practical problem-solving mindset with sound judgment on when to escalate issues.
- Organized, reliable, and capable of managing multiple active sites.
- Clear written and verbal communication skills.





- Comfortable working independently in the field while supporting a broader team.
- Professional demeanor with contractors, inspectors, and municipal staff.
- Valid driver's license with clean driving record.

General Responsibilities:

- Demonstrate and uphold Doug Tarry Limited core values, ensuring the Doug Tarry brand and Doug Tarry Difference are reflected in all aspects of the role.
- Strong commitment to meet and complete tasks in a timely manner.
- Develop and maintain ethical and professional relationships with staff, consultants, vendors, subcontractors, and Bodies of Authority.
- Foster an environment of collaboration and continuous improvement following lean principles to implement strategies to improve cost effectiveness, production and customer satisfaction.
- Maintain a current detailed knowledge of all applicable codes, standards, acts and regulations.
- Follow current policies, procedures and processes.
- Foster a healthy working environment for DTL staff as well as anyone entering sites.
- Take the approach that at times, additional time and effort will be required to achieve a task that has sensitive deadlines.
- Demonstrate commitment to sustainability and innovation initiatives.
- Help build on the customer for life philosophy by providing excellent customer service
- Deliver exceptional service and experiences that turn customers into "raving fans" who actively promote our brand.
- Perform other duties as assigned.

Working Conditions:

- Regular site visits in all weather conditions (safety shoes, hard hat, appropriate clothing is required) including travel between development sites.
- Data entry and use of construction computer program, as specified by DTL
- Combination of outdoor fieldwork and office-based reporting.
- Occasional attendance at meetings with consultants or municipal staff.

Hourly Wage: \$24 to \$32 per hour

If you meet the qualifications needed for this position, we invite you to submit an application to our organization. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forward-thinking organization that is rapidly advancing in the high-performance sustainability sector and need like-minded individuals to work with our stellar team! *We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

