



Engineering Contract Coordinator

GrandBridge Energy Inc. is guided by a vision to be a leader in energy transformation and driven by a mission to bridge communities to the energy future. GrandBridge Energy delivers safe and reliable electricity to 113,000 customers in the City of Brantford, the City of Cambridge, the Township of North Dumfries, and the County of Brant. Our talented employees fulfil our mission to help our communities bridge the transition towards an evolving and dynamic energy future. Our values are the principles and beliefs that guide our operations.

GrandBridge Energy is hiring a full-time Engineering Contract Coordinator reporting to our Brantford Location. The role involves negotiating, preparing, and finalizing development agreements, easements, and quit claim deeds while ensuring compliance with regulations. It requires collaborating with developers, legal firms, and municipal departments to ensure the accuracy of the development process. The role also involves coordinating with internal departments on financial and compliance matters, as well as working with external agencies such as municipalities on site plans, property applications, and easement checks.

Major Responsibilities:

- Prepare, process, and manage residential and non-residential development agreements to support projects while ensuring compliance with established agreements.
- Negotiate, prepare, process, and manage easements and quit claim deeds effectively. Liaise with third-party legal firms to complete processes.
- Monitor ongoing adherence to agreements, including letter of credit reductions and compliance with agreement terms.
- Draft correspondence for approval conditions, such as letters of compliance, zone change applications, official plan amendments, lane closures, road closures, and sign by-law variances.
- Prepare legal documents and plans to create file records for registered plans of subdivision, reference plans, easements, and development agreements.
- Provide comments on behalf of GrandBridge Energy to local and regional government levels regarding land use and planning issues.
- Coordinate with the finance department for capital disbursements, invoicing instructions, and financial closeout of projects.
- Review Customer Information System reports for accuracy and assist in calculating Economic Evaluation rebates for residential and new residential projects.
- Enhance workflows to complete and close work orders efficiently. Recommend and support the implementation of automation and new tools to streamline workflows.
- Contribute to a positive workplace culture by fostering collaboration, maintaining a positive attitude, supporting our customers, and contributing to a respectful and inclusive environment.

Experience:

We are looking for an individual with exceptional communication, planning, problem solving and interpersonal skills. You must be able to manage resources effectively, multitask, meet deadlines, and work well under pressure. Excellent computer skills with proven expertise within the MS Suit is required. A 2-year college diploma with exposure to Provincial or Municipal Acts and By-laws is considered an asset. Knowledge of legal procedures affecting land, and an understanding of applicable Regulations as they pertain to the electricity deregulated market is considered an asset.



We offer an excellent working environment, career path exploration and development opportunities, a comprehensive total rewards package, and opportunities to get involved with teams and charitable events that support and make a difference in our community. To become a member of our team, please forward your resume by **May 1, 2024**, to careers@grandbridgeenergy.com. When applying for the position, please quote **"Engineering Contract Coordinator"** in the subject line.

GrandBridge Energy
39 Glebe Street, P. O. Box 1060
Cambridge, Ontario N1R 5X6
or email: careers@grandbridgeenergy.com
Check us out at <https://grandbridgeenergy.com/>



We appreciate the opportunity to review all resumes, however due to volume, only those under consideration will be contacted. We retain all resumes for a period of 12 months. In the event a similar position becomes available, your application may be considered.

GrandBridge Energy is an Equal Opportunity Employer and is AODA compliant.