

Town of Caledon

make a difference



Job Title: Senior Project Manager, Stormwater (Permanent Full-Time)
Closing Date: April 25, 2025 12PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, Engineering Capital Design & Construction, this role is responsible for the coordination and review of subwatershed and equivalent studies in support of Secondary Planning and approvals. As the Senior Project Manager, Stormwater, you will perform the following duties, including but not limited to:

- Manage and facilitate approvals of Subwatershed/Equivalent studies in support of Official Plan Amendments and Secondary Plans studies in consultation with internal and external review partners.
- Comment on Secondary Plans, Block Plans, Subwatershed Studies, Environmental Studies and MESP's in consultation with internal and external reviewers and disciplines (i.e. environmental planning, infrastructure planning, energy & environment, transportation planning).
- Coordinate meetings with developers, consultant study teams as well as internal/external review partners to discuss, troubleshoot and resolve issues.
- Liaise with, foster and maintain positive relationships with internal staff and external contacts; including regulatory agencies, government and non-government agencies and the public
- Provide technical assistance and coordination with the Development Engineering Division Senior Project Managers to ensure concurrent applications are aligned and advanced efficiently.
- Coordination with Consolidated Linear Infrastructure Environmental Compliance Approval Program team expert to ensure compliance with Provincial requirements.
- Identify and develop actionable Secondary Plan Policies in consultation with Policy/Development Planning staff and Development Engineering
- Administration – procurement, public inquiries, policy development, research, liaise with public agencies, grant and proposal writing



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- Administer peer review of technical reports submitted in support of development applications by sending out RFQs, selecting the winning bidder, requesting and managing funds from developers, tracking peer review progress and finally closing out the process
- Prepare documents and manage consultants for infrastructure planning engineering studies associated with future growth.
- Provide technical information to Council, consultants, developers, contractors, general public, Town staff and other government agencies on matters related to stormwater
- Stay informed about local, provincial, and federal regulations pertaining to stormwater management, ensuring project designs and implementations are in compliance
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Civil, Water Resource, Environmental Engineering, or a closely related field, with P.Eng. designation with the Professional Engineers Ontario (PEO). Our ideal candidate has minimum five (5) years of related experience in water resource or civil/environmental engineering in a municipal environment with experience with stormwater management, with thorough understanding of relevant legislation, guidelines, and standards.

The ideal candidate will have demonstrated ability to read, interpret, and report on engineering plans, drawings, technical memos, reports, and specifications. We are seeking an individual with superior interpersonal skills, a demonstrated ability to coordinate multiple interdisciplinary assignments, and excellent written and verbal communication skills.

The successful candidate for Senior Project Manager, Stormwater will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$115,114.52 - \$143,893.16 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **April 25, 2025**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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