

**Town of Caledon**

***make a difference***



**Job Title: Senior Project Manager, Structures (4 Year Contract)**

**Closing Date: October 5, 2020**

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**

Along with other duties, this 4 - year contract position will be primarily responsible for the design & construction of the Mayfield West 2 Secondary Plan and Highway 10 Interchange project. The design, which is currently at 30% will be led to completion with the ultimate construction following thereafter. Applicants with strong knowledge of Ministry of Transportation Ontario (MTO) construction standards and processes will be considered priority. The position will report directly to Manager, Engineering Services. As a Senior Project Manager, Structures you will perform the following duties, including but not limited to:

- Adhere to all department sanctioned business practices, procedures, methodologies and tools
- Review project scope with stakeholders to ensure the defined project goals scope and justification is clear, accurate, and reflects Town's needs
- Oversee quality, cost and schedule to ensure compliance with Town policies and procedures
- Administer consulting contracts, evaluate proposals, recommend award, verify deliverables, identify and record deficiencies, authorize payment and oversee the completion of work. Monitor and compile project progress and performance reports detailing impacts to schedule, cost, quality, and risk. Authorize the release of security and holdback at close out of contract.
- Supervise the work of assigned project staff and input to their career development – including technical direction, training recommendations, coaching and mentoring
- Must be able to manage/oversee budget with approval, and within established guidelines

### **The Ideal Candidate**

We are seeking an engineering professional with a post-secondary degree in Civil Engineering, or a closely related field. Our ideal candidate has a P.Eng or C.E.T. certification and has a minimum of 5-7 years related experience in road/bridge/structure municipal design, rehabilitation and construction.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The ideal candidate will have demonstrated ability to make decisions involving broadly defined work, affecting major functions. We are seeking an individual with demonstrated analytical and problem-solving skills involving regular development of new and improved methods. The candidate must have excellent verbal and written communication skills, and organizational skills with extreme attention to avoid errors and ability to meet deadlines.

This position offers a salary range of \$87,033.66 – \$102, 374.76

*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 an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact Human Resources at (905) 584-2272 Ext. 4738.*

### **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](http://www.caledon.ca/careers)

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



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