

Town of Caledon

make a difference



Job Title: Project Manager, Development Engineering (Permanent Full Time)
Closing Date: January 31, 2023

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 to the Manager of Development Engineering, the Project Manager is primarily responsible for the technical engineering review of development applications to ensure that design and construction techniques for storm sewers, roads, grading, noise abatement, stormwater management and sediment erosion control comply with provincial standards and specifications, Town development standards and sound engineering practices. As the Project Manager, Development Engineering, you will perform the following duties, including but not limited to:

- Responsible for reviewing and providing comments on Development Applications submitted under the Planning Act such as Site Plans, Rezoning, Draft Plan of Condominium, Committee of Adjustment, Official Plan Amendment, and Niagara Escarpment Commission Permits to ensure that sites are developing in accordance with the Towns Development Standards, Provincial Standards, Engineering Best Practices and ensuring that there are no adverse impacts to adjacent or surrounding properties or the municipal right of way.
- Reviews site plans, erosion, and sediment control plans, grading plans, servicing plans, construction management plans, foundation & shoring plans, Stormwater Management Report reports, geotechnical reports, hydrogeological reports, noise reports, environmental reports, engineering cost estimates.
- Prepares conditions of development approval as well as preparation and review of development agreements, which includes determining security amounts required for internal and external site works, specialty clauses, conditions, or further agreements, administering the agreements, monitoring, and enforcing agreement clauses throughout construction and, when works are complete, reviewing certifications, performing site inspections and releasing the securities.
- 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.



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- Provide technical information to Council, consultants, developers, contractors, general public, Town staff and other government agencies on matters related to municipal servicing and various requirements for land development.
- Provide customer service to development industry stakeholders and residents, by replying to development inquires, providing clarifications on comments, responding to, and resolving residential complaints.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Civil Engineering or a closely related field. The ideal candidate has a certification in OACETT as a CET or registered with the PEO as an EIT or P.Eng. Our ideal candidate has minimum 3 years of land development experience gained either in a municipal or an engineering consulting setting.

The ideal candidate will have demonstrated strong civil engineering skill sets. We are seeking an individual with superior interpersonal skills, a demonstrated ability to make decisions involving routine tasks within established procedure, and excellent customer service skills.

The successful candidate for Project Manager, Development Engineering 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 \$83,310.20 - \$102,097.99 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.

New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.

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.

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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