

Town of Caledon

make a difference



Job Title: Project Manager, Capital Inspections

Closing Date: November 25, 2025 12:00 PM

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 and Construction, this role is responsible for the construction management and project delivery of assigned capital projects for the Town of Caledon. You will perform daily inspections of construction sites, ensuring that the work is completed in accordance with approved engineering drawings, tender documents, and Town specifications. You will be responsible for coordinating with consultants, contractors, residents, and Town staff to ensure compliance with project agreements and specifications.

As the Project Manager, Capital Inspections, you will perform the following duties, including but not limited to:

- Coordinate, inspect, and report on construction projects to ensure compliance with applicable standards and drawings
- Lead contract administration and inspection of capital infrastructure delivered by contractors, utilities, and partner municipalities
- Conduct site inspections for roads, storm sewers, grading, sidewalks, lighting, and stormwater management facilities
- Develop and issue RFPs, RFQs, RFTs, and RFIs, and lead construction progress meetings
- Investigate and respond to inquiries from the public, regulatory agencies, and Council
- Monitor project schedules, budgets, and risks, ensuring quality and compliance with Town standards
- Review and issue payment certificates, deficiency notices, and stop-work orders as needed
- Collect and review as-built drawings, GIS data, and certifications for Town records



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking a detail-oriented and proactive professional with a post-secondary Diploma in Civil Engineering Technology or a closely related field such as environmental, construction management, or transportation. A degree in Civil Engineering is preferred.

Our ideal candidate has 3–5 years of related experience in municipal engineering with direct development and construction knowledge, along with project management training.

The ideal candidate will have demonstrated knowledge of design and construction techniques for stormwater management facilities, roads, and drainage infrastructure, as well as proficiency in contract administration, AutoCAD, GIS, and MS Office. We are seeking an individual with superior organizational and communication skills, a demonstrated ability to coordinate multiple projects, and excellent conflict resolution and stakeholder management skills.

This position offers a salary range of \$103,595.84 - \$129,494.80 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 November 25, 2025 12:00PM EST.

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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