

**Town of Caledon**

***make a difference***



**Job Title: Manager, Capital Planning (Permanent Full-Time)**

**Closing Date: May 1, 2026 12:00 PM EST**

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 Commissioner, Engineering, Public Works & Transportation, this role is responsible for leading the Town's long-term capital planning program for facilities, ensuring investments are value-driven, sustainable and aligned with corporate priorities. You will provide strategic direction, integrate engineering best practices and financial oversight, and support data-driven decision-making related to infrastructure and asset lifecycle planning. You will be responsible for overseeing capital planning initiatives, managing multi-stakeholder projects, and leading teams to deliver high-impact outcomes.

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

- Lead the development and continuous refinement of the Town's long-term capital plan, ensuring alignment with strategic priorities and infrastructure needs
- Provide strategic advice to senior leadership on capital investment decisions, risk management, and lifecycle planning
- Oversee procurement processes including RFPs, RFQs and tenders, and lead evaluation and vendor selection processes
- Establish governance frameworks, performance measures and monitoring systems to evaluate capital project outcomes and return on investment
- Lead and mentor staff, including the Energy & Environment team and Project Managers, to support delivery of capital projects and organizational objectives



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

We are seeking a strategic and forward-thinking professional with a post-secondary degree in Facility Management, Engineering, Construction Management, Architecture or a closely related field. Our ideal candidate has a minimum of 7 years of related experience, including at least 4 years in a supervisory capacity, along with strong experience in capital planning, project management or facilities engineering within a complex environment.

The ideal candidate will have demonstrated leadership in capital planning and project delivery, with the ability to interpret complex technical information and communicate effectively to diverse stakeholders. We are seeking an individual with superior communication and leadership skills, a demonstrated ability to manage complex projects and stakeholder relationships, and excellent analytical and decision-making abilities.

The successful candidate for Manager, Capital Planning 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 \$139,050.70 to \$173,813.37 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 May 1, 2026 12:00 PM 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](http://www.caledon.ca/careers)

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



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