

Town of Caledon

make a difference



Job Title: Project Manager, Development Inspections

Closing Date: January 23, 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 Supervisor, Development Inspections, this role is responsible for the management and coordination of assigned development and capital projects (as required) on behalf of the Town. You will perform daily inspections of development sites, ensuring that all work aligns with approved engineering drawings, subdivision agreements, and Town specifications. You will be responsible for identifying deficiencies, issuing compliance orders, and providing recommendations for project acceptances and securities.

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

- Perform detailed inspections of subdivision and site plan construction projects including roads, sewers, sidewalks, grading and lighting
- Issue compliance orders, deficiency notices, stop work orders and provide project performance reporting
- Coordinate with developers, consultants, and contractors to ensure Town standards and specifications are met
- Provide recommendations on assumption of subdivisions and release of securities
- Investigate and respond to inquiries from the public, Council, and regulatory agencies



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 highly organized and detail-oriented professional with a post-secondary degree/diploma in Civil Engineering Technology, Environmental Studies, Transportation, or a closely related field. Our ideal candidate is:

- A Certified Engineering Technologist (OACETT), or eligible for/licensed as a Professional Engineer (P.Eng.) with Professional Engineers Ontario (PEO), with a minimum of 3 to 5 years of related experience in municipal engineering, including direct development/construction experience; **OR**
- A Certified Engineering Technician (OACETT), with over 5 years of related experience in municipal engineering, including direct development/construction experience.

The ideal candidate will have demonstrated knowledge of engineering design and construction practices. We are seeking an individual with superior organizational and communication skills, a demonstrated ability to manage multiple complex projects, and excellent negotiation and conflict resolution skills.

The successful candidate for Project Manager, Development Inspections 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 \$106,444.72 to \$133,055.90 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 January 23, 2026 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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