

Town of Caledon

make a difference



Job Title: Project Coordinator, Development Engineering

Closing Date: September 11, 2022 @ 11:59pm

The 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 of Development Engineering, this role is responsible for the technical engineering review of development applications related to Consents, Minor Variances, exemptions for Part Lot Control and Site Plan 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. You will be reviewing grading plans associated with infill and estate-lot developments, coordinating with other departments and providing written comments in accordance with best management practices and Town standards. As the Coordinator, Development Engineering, you will perform the following duties, including but not limited to:

- Prepares technical comments and conditions of development approval as well as assists in the preparation and review of development agreements, which includes determining security amounts required for internal and external site works, specialty clauses, conditions or further agreements. Assists in administering the agreements during construction.
- Administers 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.
- Provide technical information to 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.
- Conduct site inspections as required to gain a general understanding of the site characteristics, topography, servicing and constraints.



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- Process Improvement and make recommendations regarding Town standards, policies, processes, development resources, new growth/development requirements and design specifications for road, storm water management and drainage related matters.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary diploma in Civil Engineering Technology or closely related field. Our ideal candidate has 2-4 years related experience in land development gained either in a municipal or an engineering consulting setting.

The ideal candidate will have demonstrated strong civil engineering skill set as it relates to erosion and sediment control, grading, servicing, stormwater management, geotechnical, environmental, hydrogeological and noise impact studies. We are seeking an individual with superior interpersonal skills including the ability to work effectively in a team environment, a demonstrated ability to make decisions involving routine tasks within established procedure, and excellent organizational skills.

The successful candidate for Project Coordinator, 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 \$74,404.70 - \$91,183.26 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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