

**Town of Caledon**

***make a difference***



**Job Title: Analyst, Capital Infrastructure**  
**Closing Date: September 16, 2022: 11:59pm**

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, Engineering Capital Design & Construction, this role is responsible for the development, implementation, maintenance and the collection and analysis of linear infrastructure asset data from both capital projects and installed infrastructure including overall responsibility for the development, upkeep and continuous improvement of a central repository of construction drawings and infrastructure specifications which directly support lifecycle management of infrastructure (capital planning, tracking and reporting, business analytics, infrastructure performance, risk management, cost optimization and internal and external customer service. As the Analyst, Capital Infrastructure, you will perform the following duties, including but not limited to:

- Provide Engineering input and comments through the Public Utility Coordination Committee process and liaison with other agencies
- Implement and maintain a central repository for engineering drawings and materials including as-builts
- Completes the bi-annual bridge inspection and road assessment programs
- Coordinate with the Asset Management division for data and drawing handover, tracking, metrics reporting and analysis of infrastructure assets
- Prioritize existing infrastructure and anticipated remaining service life and perform life-cycle and cost benefit analysis investigations in support of capital planning and preventative maintenance prioritization processes
- Respond to internal and external requests for service in relation to linear assets and Region of Peel projects
- Support the Manager in the annual budget and long-range Capital budget planning processes



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

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- Prepares reports to Senior Management and Council as required
- Develop, maintain and work to improve job related standard operating procedures
- Participate in all mandatory training requirements as outlined by the Town
- Investigate inquiries from the public, regulatory agencies, staff and council that relate to the delivery of Town projects, or that falls within core expertise or knowledge
- Perform additional duties and undertake special projects as assigned

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in a two (2) year Civil/Transportation Engineering Technology program from an accredited College. This candidate is required to have eligibility for a Certified Engineering Technician (C. Tech) designation with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or a closely related field. Our ideal candidate has three to five (3-5) years of experience in municipal design and construction.

The ideal candidate will have demonstrated ability to provide Engineering input and comments. We are seeking an individual with superior communication and interpersonal skills, a demonstrated ability to implement and maintain a central repository for engineering drawings and materials, and excellent organization skills.

The successful candidate for Analyst, Capital Infrastructure 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](http://www.caledon.ca/careers)

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



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