

Town of Caledon

make a difference



Job Title: Coordinator, Operations Roads & Fleet

Closing Date: November 23, 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 Supervisor, Operations Administration, this role is responsible for Municipal and Provincial compliance as it relates to the Town of Caledon's Right-of-Way and Road Maintenance Permits and programs, all in accordance with the applicable legislation. This role also coordinates inspections with the Contracts Coordinator, Road Operations & Fleet for the Annual Pavement Marking Program, Concrete Sidewalk/Curb Program and all hard-top maintenance, as it pertains to contracted services. As the Coordinator, Operations Roads & Fleet, you will perform the following duties, including but not limited to:

- Review and complete pre and post site inspections for Right-of-Way Occupation Permits, Road Closure Permits, Sharing the Road Approvals, Culvert Installation Applications, Access Approvals, Hauling Permits, PUCC Applications, and Specialty Permits to ensure contractors are working in compliance on work sites.
- Coordinate inspections for all contracted services, including sidewalk and walkway repairs, curb and gutter repairs, street sweeping, asphalt repairs/patches, pavement markings, and other maintenance programs that deal with contracted work.
- Investigate and respond to customer service requests from staff, elected officials, and the public. This includes rotational 24 hour on call to respond to after hour emergencies.
- Develop, maintain, and work to improve job related standard operating procedures.
- Observe contracted staff assigned to perform work and provide feedback to Operations Coordinator – Maintenance Contracts



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 knowledgeable professional with a post-secondary diploma/degree in Civil or Environmental Engineering or a closely related field. Our ideal candidate has five years of road maintenance experience or road construction.

The ideal candidate will have demonstrated knowledge of the Ontario Occupational Health and Safety Act. A certification as a Certified Engineering Technician (C. Tech) would be considered an asset. We are seeking an individual with superior verbal and written communication skills with the ability to ensure suitable agreements, decisions are reached. The individual should have a demonstrated ability to make decisions involving multiple routine tasks, affecting department level.

The successful candidate for Coordinator, Operations Roads & Fleet will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a wage rate of \$37.50 per hour.

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.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542