

**Town of Caledon**

***make a difference***



**Job Title: Senior Urban Designer (Permanent Full-Time)**

**Closing Date: August 27, 2023, 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 directly to the Manager, Development & Design, this role is responsible for the overall management and guidance of all design related services (urban design and landscape architecture) at the Town of Caledon. The role will provide urban design expertise in the review of urban design matters with respect to a wide range of development applications, reviewing and providing a professional opinion and recommendation on urban design matters as well as acting as a resource for staff, Council, and the public regarding urban design. The role is also responsible for the development and implementation of design initiatives and urban design policies at the Town of Caledon. As the Senior Urban Designer, you will perform the following duties, including but not limited to:

- Attends and participates in Pre-Consultation Meetings reviewing proposals and identifying urban design comments, requirements, and submission material (i.e., plans, studies, reports), for 'complete' applications as per the Planning Act, Official Plan and Town processes. These meetings include multiple stakeholders including the applicant/owner/developer, various other Town staff and external agencies (Region, Conservation Authority, etc.).
- Leads and completes the technical review and approval of urban design material associated with complex and controversial development applications including, but not limited to, Official Plan Amendments, Zoning By-law Amendments, Draft Plans of Subdivisions and Condominiums, Site Plan Control applications, Part Lot Control applications, Committee of Adjustment (Minor Variance, Consent, Validation Certificate) applications, Niagara Escarpment Development Permit applications, and Telecommunication Tower applications
- Reviews and analyses the urban design-related submission material associated with development applications, evaluating, and advising on the suitability of urban design elements based on sound urban design practice and principles in addition to Town policies, standards, by-laws, and guidelines from a design perspective



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

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- Responsible for triaging and prioritizing applications, identifying problems/issues and creative solutions to those issues
- Prepares purchasing documents (i.e., Request for Quotation, Request for Proposal), reports, by-laws and other documents related to planning matters
- Coordinates peer review of studies/documents submitted in support of an application; retaining peer reviewers in accordance with Town purchasing policies; reviewing invoices and coordinating payment appropriately
- Attends public consultation meetings, Committee and Council Meetings, as required, to support Lead Planners in responding to questions from Committee, Council, the public and other stakeholders, representing urban design interests of the Town of Caledon
- Acts as a primary point of contact for peer reviewers and other external consultants required for the processing of development applications

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Urban Design, Landscape Architecture, Planning, Architecture, or closely related field. Our ideal candidate has minimum 5 years related experience in the Urban Design and Planning field. Along with membership in the Ontario Association of Architects, Ontario Professional Planners Institute and/or related professional organization. Municipal experience is an asset.

The ideal candidate will have demonstrated skills to organize own workflow, work with minimum supervision, and takes initiative. We are seeking an individual with superior interpersonal skills, a demonstrated ability to facilitate and negotiate with a focus on problem solving, and excellent written and verbal communication skills. Computer proficiency in MS Office (Word, Excel, Outlook, PowerPoint, Teams) and Adobe.

The successful candidate for Senior Urban Designer 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 \$105,256.87 - \$128,993.34 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.*

## 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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