

Town of Caledon

make a difference



Job Title: Project Coordinator, Development Engineering
Closing Date: January 8, 2025

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 of Development Engineering, the Project Coordinator - Development Engineering is primarily 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 comply with Town standards and sound engineering practices. This position will also assist senior staff by facilitate agreements related to Draft Plans of Subdivisions, which could include, taking securities and coordinating with other departments/agencies for clearances, permits and/or approvals. In addition, this position is also responsible for the review of lot grading plans associated with building permits applications. Lastly, the Project Coordinator will respond to and ensures resolutions to resident inquiries and complaints while providing excellent customer service to development industry stakeholders. As the Project Coordinator, Development Engineering, you will perform the following duties, including but not limited to:

- Reviews the engineering components of site development applications to ensure that sites are developing in accordance with Town design criteria and development standards and engineering best practices.
- Reviews lot grading plans associated with infill and estate lot developments to ensure that they are developing in accordance with Town design criteria and Development Standards and ensuring that there are no adverse impacts to public or private property. This may include facilitating grading agreements, taking securities and coordinating with other departments/agencies for permits/approvals.
- Prepares 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.
- Assist senior staff with the preparation of agreements related to subdivision development by facilitating circulation of agreements, collecting, and tracking clearances and working with developer to ensure all draft approval conditions are met.



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- 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.
- Process Improvement and make recommendations regarding Town standards, polices, processes, development resources, new growth/development requirements and design specifications for road, storm water management and drainage related matters.
- Provide input and engineering support to other departments at the Town, as well and represent Development Engineering on various committees and working groups at the Town.
- Process and track utility invoices related to unassumed subdivisions and prepare bills for the development owners for reimbursement.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking an Engineering professional with minimum education, training and/or knowledge in the above, normally acquired from a post-secondary diploma in Civil Engineering Technology or closely related field. A degree is preferred. Eligibility for Certification in OACETT as a CET or registered with the PEO as an EIT or P. Eng. Our ideal candidate has 1-3 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 and excellent organizational skills with specialized attention to detail to avoid errors and ability to meet deadlines.

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 \$83,269.60 - \$104,087.00 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 8, 2025 12:00PM EST.

How To Apply



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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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