

**Town of Caledon**

***make a difference***



**Job Title: Senior Project Manager, Development Engineering (Permanent Full-Time)**  
**Closing Date: January 31, 2025 12pm**

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, the Senior Project Manager, Development Engineering is responsible for the review and coordination of high-profile Intensification and Greenfield Development applications for the Development Engineering Department. This position collaborates with internal departments and external agencies on projects and provides expertise and guidance to support development while ensuring responsible use of infrastructure and resources. As the Senior Project Manager, Development, you will perform the following duties, including but not limited to:

- Review, assess and comment on municipal servicing issues including feasibility studies, master environmental servicing reports, noise impact studies, soil reports, storm water management reports, sewer capacity studies and environmental site assessments submitted in support of Secondary Plans, Plan of Subdivision, Re-Zoning and Complex Site Plan applications to ensure adherence to municipal standards and requirements, and provincial regulations.
- Prepares conditions of development approval as well as preparation and review of development agreements, which includes determining security amounts required for internal and external site works, specialty clauses and conditions.
- Administer 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
- Review engineering cost estimates to determine and collect engineering fees for Draft Plan of Subdivision.
- Conduct technical reviews of development applications and act as the Town's Transfer Review Program signing authority for Ministry of Environment, Conservation and Parks' Environmental Compliance Approval for stormwater conveyance infrastructure.



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

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- Provide technical information to Council, consultants, developers, contractors, public, Town staff and other government agencies on matters related to municipal servicing requirements for land development.
- Provide technical engineering advise on Town initiated projects such as updates to the Official Plan and regularly participate in community improvement committees such as the Bolton Revitalization Committee.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines.

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Civil Engineering or a closely related field, with a Professional Engineering designation (P.Eng) in good standing in the Professional Engineers of Ontario (PEO). Post graduate degree in Engineering or closely related field is an asset. Our ideal candidate has minimum 5 – 7 years of engineering design relating to storm water management, grading and storm servicing, and roadway, preferably in a municipal environment.

The ideal candidate will have demonstrated analytical and problem-solving skills. We are seeking an individual with superior verbal and written communication skills, a demonstrated ability to exercise significant discretion and sensitivity, and excellent interpersonal skills.

The successful candidate for Senior Project Manager, Development 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 \$115,114.52 to \$143,893.16 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 31, 2025 12:00PM.***

## 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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