

Town of Caledon

make a difference



Job Title: Expeditor (Permanent Full-Time)

Closing Date: February 11, 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 to the Chief Administrative Officer, the Expeditor is responsible for providing priority support to major development projects, with a focus on non-residential uses that generate economic impact in Caledon. Through a commitment to innovation and collaboration, the Expeditor will lead strategic application oversight from project ideation through to occupancy, ensuring timelines are met and Caledon remains a competitive destination for business investment. Acting as an agent of change within the organization, the Expeditor will facilitate internal and external coordination to achieve expeditious decision-making and an exceptional level of customer service to advance Caledon's job creation and economic diversification goals. As the Expeditor, you will perform the following duties, including but not limited to:

- Develop and lead the launch of a new service delivery scope for Caledon, providing priority support to major development projects, with a focus on non-residential uses that generate economic impact, including job creation and key sector growth
- Ensure priority applications are supported through a streamlined review process committed to achieving project timelines through project management and expertise.
- Act as the Town's central point of contact for companies, developers, and key stakeholders undertaking major economic investment projects in Caledon.
- Lead collaboration with internal Divisions and external review agencies to enable expeditious decision-making through the identification of alternative solutions and strategies, and a commitment solutions-oriented outcome.
- Mediate and resolve escalated file issues and engage multi-disciplinary teams to facilitate resolution.
- Distill and convey complex, technical information to key project stakeholders to facilitate understanding and support informed decision-making.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Conduct best practice research and recommend innovative strategies to remove obstacles for development and enhance Caledon's competitiveness for new investment.
- Review and provide comments on Town, Regional, and external agency policies, and projects in alignment with new service delivery objectives.
- Lead the creation of agreements or memorandums of understanding (MOUs) with strategic partners to support the advancement of the role's objectives.
- Represent the Town and Business Attraction & Investment Division at industry meetings and events to promote intake into the Development Concierge service stream, building relationships with key industry partners.
- Develop marketing and communications materials to promote the new service delivery scope with Town Communications staff.
- Undertake regular reporting on service delivery outcomes through briefing notes, reports, and presentations to Council and Senior Leadership.
- Contribute to Business Attraction & Investment team Divisional goals and objective setting.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Urban & Regional Planning, Community Economic Development, Industrial Real Estate, Public Administration, Business Administration, or a closely related field. Our ideal candidate has minimum of five years of land use planning and/or municipal economic development experience, including a demonstrated familiarity with regulatory approvals, municipal zoning, planning, and building requirements and processes.

Membership in the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP), with a Registered Planner (RPP) designation is preferred. Professional designation through the Economic Developers Association of Canada (Ec.D.), the International Economic Development Council (CEcD), and the Project Management institute of Canada (PMP) considered an asset.

The ideal candidate will have demonstrated familiarity with local economic development best practice, including investment attraction and business retention and expansion tactics. We are seeking an individual with superior leadership skills, a demonstrated ability to municipal process improvements through a commitment to innovation, and excellent verbal and written communication skills.

The successful candidate for Expeditor 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 \$103,595.84 to \$129,494.80 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 February 11, 2025, 12:00PM EST.



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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.



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