

Town of Caledon

make a difference



Job Title: Landscape Architectural Technologist (Permanent Full-Time)
Closing Date: April 7, 2025 at 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, Parks and Natural Heritage, this role is responsible for providing technical support and assistance in the review of landscape matters with respect to a wide range of development applications and capital projects. Responsibilities include reviewing and providing a professional opinion and recommendation on landscape matters as well as acting as a resource for staff, Council and the public related to landscape design and development. As the Landscape Architectural Technologist, you will perform the following duties, including but not limited to:

- Assist with the technical review and approval of landscape material associated with development applications, including:
- Attends and participates in Preliminary Application Review Committee (PARC) meetings reviewing proposals and identifying landscape 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.).
- Assists with the technical review and approval of landscape material associated with development applications including, but not limited to, Oak Ridges Moraine Site Plan Approval applications, Part Lot Control applications, Committee of Adjustment (Minor Variance, Consent, Validation Certificate) applications, Niagara Escarpment Development Permit applications, and Telecommunication Tower applications
- Reviewing and analyzing landscape-related submission material associated with development applications to ensure that the proposal complies with Town policies, standards, and by-laws from a landscaping perspective



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Provides a professional opinion on landscape-related matters, providing and communicating that opinion and recommendation (through comments/letters/meetings, etc.) to various stakeholders including the Manager, Committee and Council
- Assisting with the preparation and maintenance of the Town's standard landscape details and documents
- Maintaining Development Application Landscape Review List
- Assist with the technical review and approval of landscape material associated with capital projects, including:
 - Assisting in the conceptual and detailed design for park redevelopment projects.
 - Assisting with the preparation of construction specifications, drawings and construction details.
 - Other duties as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Landscape Architecture or Landscape Architectural Technician, or a closely related field. Our ideal candidate has minimum of two (2) years related experience in landscape design, construction documentation, and construction supervision; previous municipal experience is considered an asset. Project Management courses, certificate and/or experience considered an asset. Working knowledge of landscape/planning processes and policies including but not limited to the Municipal Act, Zoning By-laws, AODA and/or other relevant legislation and landscape architectural related documents.

The ideal candidate will have demonstrated knowledge of various construction methods and engineering principles applicable to landscape architecture. We are seeking an individual with superior written and verbal communication skills, a demonstrated ability to work effectively in a team environment, and excellent organization skills.

The successful candidate for Landscape Architectural Technologist 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 \$85,559.51 to \$106,949.39 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 April 7, 2025, 12:00PM EST.

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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