

Town of Caledon

make a difference



Job Title: Expeditor, Large Developments (Permanent Full-Time)

Closing Date: May 16th, 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, Large Developments 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, Large Developments 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, Large Developments 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, Large Developments you will perform the following duties, including but not limited to:

- Act as the Town's central point of contact for companies, developers, and key stakeholders undertaking major economic investment projects in Caledon to ensure a seamless execution of planning and development matters
- Develop and lead the launch of a new service delivery scope for Caledon, providing priority support to major development projects by providing conduit support between internal and external stakeholders.
- 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.
- Ability to mediate and resolve escalated file issues and engage multi-disciplinary teams to foster engagement and facilitate resolution.
- Provide expertise and delivery of complex, technical information to key project stakeholders to facilitate understanding and support informed decision-making by all involved parties including internal and external interest holders.



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- Review and provide comments on Town, Regional, and external agency policies and projects in alignment with enhanced service delivery goals to meet the Town's targets and objectives in line with Town, Provincial and Federal programs.
- 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.
- 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 (5) 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, Large Developments 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 May 16th, 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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