

**Town of Caledon**

***make a difference***



**Job Title: Coordinator, Sustainable Transportation**

**Closing Date: June 25, 2025 , 12PM EST**

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, Transportation Engineering, this role is responsible for coordinating and advancing the projects and programs relating to sustainable transportation, such as walking, cycling, and transit. You will engage effectively with the public to promote active transportation initiatives and collaborate with internal and external stakeholders to implement sustainable transportation solutions. You will be responsible for conducting studies, developing plans and policies, assessing infrastructure needs, and overseeing the implementation of various projects and programs.

As the Coordinator, Sustainable Transportation, you will perform the following duties, including but not limited to:

- Engage and connect effectively with the public in an educational and persuasive manner through presentations, canvassing, phone calls, public and in-person meetings, social media, events, educational videos, and other means of communication to convey technical/non-technical messages related to active and sustainable transportation initiatives and programs.
- Correspond with stakeholders, school boards, residents, and Council regarding these initiatives with the ability to prepare and deliver presentations to the public and other stakeholders of varying backgrounds on various related subject matter.
- Coordinate with relevant departments to identify and implement on-road pedestrian and cycling infrastructure opportunities, with duties including but not limited to: research best practices, conduct sustainable transportation studies, assess and evaluate cycling facilities, identify infrastructure/programming gaps, develop plans/policies, report on feasibility of implementing specific cycling segments, undertake projects/programs, and oversee implementation.
- Review external studies, including Transportation Demand Management (TDM) related to development applications and active transportation master plans.



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

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- Collaborate with relevant departments and stakeholders in the public and private sectors to improve and promote sustainable transportation, by ways of evaluation, engineering, education, encouragement, and enforcement.
- Engage and connect effectively with the public in an educational and persuasive manner by canvassing, phone calls, in-person meetings, and other means of communications to convey technical/non-technical messages and respond to inquiries.
- Assess and oversee existing and future transit services and projects across the Town.
- Coordinate the Caledon Active Transportation Task Force, and work towards the goals of attaining the Bicycle Friendly Community and Walk Friendly Ontario designations.
- Perform additional duties and undertake special projects as assigned.

## **The Ideal Candidate**

We are seeking a passionate professional with a post-secondary degree/diploma in transportation engineering, transportation planning, urban planning, or a related program. Our ideal candidate has 3–5 years of experience in traffic engineering, transportation planning, with a focus on active and sustainable transportation. The ideal candidate will have demonstrated experience in planning and coordinating the implementation of active transportation facilities and programs.

We are seeking an individual with superior interpersonal skills, a demonstrated ability to engage and educate the public, and excellent organizational and analytical skills. The successful candidate for Coordinator, Sustainable Transportation 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 - \$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 June 25, 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](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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