

Town of Caledon

make a difference



Job Title: Coordinator, Community Operations

Closing Date: November 7th, 2025 @ 12:00PM

The 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 Supervisor, Community Facilities, this role is responsible for effectively administering, supervising, and managing all day-to-day operations, quality assurance and staff supervision for the assigned community / corporate facilities. This position oversees a group of unionized / non-unionized, full time and casual staff and is responsible for hiring, training, and scheduling these staff. This role provides technical advice to staff, assessing facility needs for purchasing equipment, supplies and services to deliver and maintain clean and safe facilities for public use and enjoyment. The Coordinator duties also include implementing preventative maintenance programs, coordinating contractors, leasers, inspectors and other departments within the Town of Caledon. This position is a vital member of the Facility Management Team within the Community Services department.

As the Coordinator, Community Operations, you will perform the following duties, including but not limited to:

- Coordinate and schedule major ice, pool and building maintenance
- Ensure all service requests are dealt with in a timely manner
- Inspect and ensure building maintenance tasks daily, weekly, monthly, quarterly is completed to Town of Caledon and/or service industry standards
- Ensure staff and external contractors follow all required regulations and legislation and comply with applicable standards of work
- Work in conjunction with the Supervisor, Community Facilities with oversight major Capital Projects and spearhead minor capital work being performed.
- Coordinate work performed by Facility Operators, contractors and/or other assigned staff as required



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Create and deliver the implementation of policies, procedures and programs that support the daily facility operation and health and safety benefits
- Supervise in-house and contracted staff assigned to perform work and activities as defined herein. Collaborate with HR on people-related programs. Provide input to the career development of assigned staff, including technical direction, training recommendations, coaching and mentoring
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary diploma in Recreation Facilities/Building/Property Management (from ORFA/BOMA/IFMA/College or equivalent) and/or Recreation Studies or closely related field or a closely related field. The candidate should hold the following certifications:

- Certified Pool Operator
- Basic Arena Refrigeration
- Advanced Refrigeration or B Ticket Operator, HVAC designations, Legal Awareness 1 and 2. (ORFA), Fall arrest Training would be an asset

Our ideal candidate has 3 years related experience in a recreation or property management setting including the operation and maintenance of arenas and/or pools and minimum 1-year supervisory experience in a recreation or property management setting including the operation and maintenance of arenas and/or pools

The ideal candidate will have demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive and easy to navigate. We are seeking an individual with superior all around mechanical and facility maintenance skills.

The successful candidate for Coordinator, Community Operations will be required to work a flexible schedule including after hours as required.

This position offers a salary range of \$87,522.45 - \$109,403.06 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.

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.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542