

Town of Caledon

make a difference



Job Title: Coordinator, Transportation Development

Closing Date: November 11, 2025 12:00 PM 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 the review of traffic and parking studies, and transportation designs submitted in support of development applications within the Town. You will review major transportation planning studies such as the Town's Transportation Master Plan and various Environmental Assessments. You will be responsible for providing technical guidance primarily related to transportation planning and traffic investigations with a focus on quality customer service and continuous improvement processes.

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

- Review transportation-related studies provided for development applications such as Site Plan Control, Draft Plan of Subdivision, Committee of Adjustment, Zoning By-law Amendments, and Official Plan Amendments, to ensure compliance with corporate, provincial, and industry standards.
- Prepare, review, analyze, and formulate comments for transportation-related studies within development applications such as Transportation Impact Studies, Parking Studies, and Site Plan Assessments.
- Review and provide written comments on signal warrants, queuing, signal operations, pavement markings, and signage plans for access and intersections related to development applications.
- Ensure development proposals can accommodate parking and loading by coordinating their requirements during the development review process.
- Review and provide comments on sight distances, capacity analysis, collision analysis, and storage requirements to identify necessary road infrastructure needs.
- Liaise with internal staff and external agencies in the preparation of transportation comments and attend public meetings related to development applications.



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- Assist the Manager in coordinating the Town's Transportation Master Plan and lead multi-disciplinary projects such as Environmental Assessments.
- Administer public procurements and contracts for traffic projects and new infrastructure, as per the Town's purchasing policy.
- Provide transportation input into the preparation of the Capital Budget, Capital Works projects, Intersection Improvements, and Roadway Programming.
- Research and prepare written correspondence and reports to Committee, Council, Councillors, Planning Consultants, Engineering Consultants, and the public.
- Work in compliance with the Occupational Health and Safety Act and Regulations, the Town's Policies and Procedures, and established industry guidelines.

The Ideal Candidate

We are seeking a knowledgeable and detail-oriented professional with a post-secondary degree in Transportation Engineering/Planning or Urban/Environmental Planning from an accredited university or suitable equivalent. Our ideal candidate has 3–5 years of related experience in Traffic Engineering or Transportation Planning and experience with computer applications related to transportation planning including Synchro/SimTraffic, EMME, and VISSIM.

The ideal candidate will have demonstrated a thorough understanding of the municipal planning process, engineering standards, and resource materials such as ITE, HCM, OPSP, HTA, OTM, and TAC. We are seeking an individual with superior analytical and problem-solving skills, a demonstrated ability to work collaboratively with internal and external stakeholders, and excellent communication and interpersonal skills.

The successful candidate for Coordinator, Transportation Development 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 \$96,512.66 to \$120,640.83 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 November 11, 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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