

Town of Caledon

make a difference



Job Title: Project Manager, Capital Infrastructure (Permanent Full Time)

Closing Date: January 10, 2025, 12:00PM

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, Engineering Capital Design & Construction, this role is responsible for the delivery and project management of annual routine capital projects for the Town primarily related to the rehabilitation and reconstruction of bridges, roads, and other structures such as acoustic barriers and retaining walls. As the Project Manager, Capital Infrastructure, you will perform the following duties, including but not limited to:

- Manage assigned capital work projects which includes, but is not necessarily limited to Municipal Class Environmental Assessment's, detailed design, and construction of linear and/or transportation infrastructure from inception to completion
- Oversee quality of product/service, cost and schedule elements of assigned projects to ensure efficient project delivery, compliance with all Town policies and procedures
- Administer consulting contracts. Evaluate proposals, recommend award, verify deliverables, identify and record deficiencies, authorize payments and oversee the completion of work
- Review, negotiate and recommend project change and extra work, monitor project budgets/schedules, deficiency notices and letters of default where warranted; authorize progress payments and initiate other control mechanisms as required for the successful completion of work
- Review, undertake all necessary activities required to provide comments on proposed construction works, request for land acquisitions, and provide input and comments through the Public Utility Coordination Committee process
- Investigate inquiries from the public, regulatory agencies, staff and council that relate to the delivery of Town projects, or that falls within core expertise or knowledge
- Perform contract inspection of infrastructure being delivered by contractors/consultants to obtain initial and final acceptances for construction/design projects



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Perform inspection of existing infrastructure and decide the anticipated remaining service life and perform life cycle and cost benefit analysis
- Contribute to the planning of the capital program
- Conduct inspections and investigations in support of capital planning and preventative maintenance prioritization processes
- Prepares reports to Senior Management and Council as required.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma or in Civil/Transportation Engineering Technology or a closely related field. Certified Engineering Technologist (C.E.T) designation with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or a Professional Engineer (P. Eng) with the Professional Engineers of Ontario. A certified Project Management Professional (PMP) is considered an asset Our ideal candidate has minimum 5 years of municipal design and construction experience.

In addition, the ideal candidate will have demonstrated ability to investigate inquiries from stakeholders, superior communication skills, a demonstrated ability to manage projects, and excellent time management skills.

The successful candidate for Project Manager, Capital Infrastructure 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 \$103,595.84 - \$129,494.80 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 **January 10, 2025 12:00PM.***

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