

Town of Caledon

make a difference



Job Title: Senior Project Manager, Capital Infrastructure (Permanent Full-Time)
Closing Date: January 31, 2025

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

- Manage major capital projects including structures rehabilitation, road reconstruction, and improvement projects from the planning phase (environmental assessments, feasibility studies, master plans) through detailed design to ultimately construction.
- Review project scope with stakeholders to ensure the defined projects, goals, scope, and justification is clear, accurate and reflects Town needs
- Prepares terms of reference for the release of various procurement models including RFP/RFT's for the securing of consultants and contractor services and coordinates bid closing and award with other departments
- Review junior Project Manager's scope of works and adherence to Town policy and contractual requirements
- Administers consulting contracts. Evaluate proposals, recommend award, verify deliverables, identify, and record deficiencies, authorize payments, and oversee the completion of work. Monitor and compile project progress and performance reports detailing impacts to schedule, cost, quality, and risk. Authorize the release of security and holdback at close out of contract
- Oversees quality, cost, and schedules to ensure compliance with Town policies
- Review, negotiate and recommend project change and extra work, monitor project budgets, deficiency notices and letters of default where warranted; authorize progress payments and initiate other control mechanisms as required for the successful completion of work



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Review, undertake all necessary activities required to provide comments on proposed construction works, land takings, provide input, and comments through the PUC process

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary diploma in Civil/Transportation Engineering Technology from an accredited College with a Certified Engineering Technologist (C.E.T) designation with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or similar approved accreditation (L.E.T) or P.Eng. Our ideal candidate has minimum 7 years related experience in municipal design and construction. A certified Project Management Professional (PMP) is considered an asset.

The ideal candidate will have demonstrated analytical and problem-solving skills involving occasional ingenuity, & refinement of procedures and will be proficient in MS Office (Word, Excel, Outlook) and have knowledge of AutoCAD, CityWide, and ArcGIS. We are seeking an individual with excellent verbal and written communication skills, and superior organizational skills with a strong attention to detail, and strong interpersonal skills with the ability to work effectively in a team environment and independently.

This position offers a salary range of \$115,114.52 - \$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 **January 31, 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.



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