

**Town of Caledon**

***make a difference***



**Job Title: Project Manager, Capital Inspections**

**Closing Date: March 19, 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, Engineering Capital, Design and Construction, this role is responsible for the construction management and project delivery of assigned Capital projects for the Town of Caledon. You will perform daily inspections of construction sites to ensure that work is completed according to approved engineering drawings and Town specifications. You will coordinate with consultants, contractors, residents, and Town staff to ensure the terms of project agreements and specifications are being met. As the Project Manager, Capital Inspections, you will perform the following duties, including but not limited to:

- Coordinate, inspect, and report on construction projects to assure compliance with tender drawings, issued construction drawings, and applicable standards.
- Review and provide feedback on construction works, land takings, detailed designs, tender packages, and PUC applications.
- Perform contract administration and inspection of capital infrastructure, ensuring compliance with agreements, Town standards, and applicable specifications.
- Inspect various construction elements such as storm sewers, roads, retaining walls, and street light installation.
- Develop and distribute project notices for internal and external circulation to stakeholders.
- Investigate, manage, and respond to inquiries from the public, regulatory agencies, staff, and council regarding Town projects.
- Lead construction progress meetings to track project schedules, completed work, and outstanding tasks.
- Monitor and compile project progress reports detailing impacts to schedule, cost, quality, and risk.
- Oversee quality of product/service, cost, and schedule elements of assigned projects.
- Issue compliance orders, deficiency notices, and stop work orders when necessary.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Collect all certifications, shop drawings, and as-built drawings for Town records.

## **The Ideal Candidate**

We are seeking a highly motivated professional with a post-secondary diploma in Civil Engineering Technology or a closely related field. Our ideal candidate has 3-5 years of experience in municipal engineering, with direct development and construction knowledge. A degree in Civil Engineering or a related field and certification as a Professional Engineer (PEO) or Certified Engineering Technologist (OACETT) would be an asset.

The ideal candidate will have demonstrated excellent project management skills, with a strong ability to coordinate construction activities and manage stakeholder relationships. We are seeking an individual with superior communication skills, a demonstrated ability to manage multiple projects simultaneously, and excellent problem-solving abilities.

The successful candidate for Project Manager, Capital Inspections 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 March 19, 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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