

**Town of Caledon**

***make a difference***



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

**Closing Date: March 24, 2023 @ 11:59pm**

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, Capital Projects this role is responsible for the management of capital projects for the Town primarily related to corporate facilities, repairs and new construction. This role is responsible for taking in smaller corporate facilities projects, and/or working with a Senior Project Management, Corporate Projects on larger, complex builds. Management of this projects from kick off to completion should be done following project management best practices.

As the Project Manager, Capital Projects, you will perform the following duties, including but not limited to:

- Manage simple capital projects including facilities, development, rehabilitation, construction, and improvement projects or supporting the Senior Project Manager on more complex projects from the planning phase (development plans, environmental assessments, feasibility studies) through to completion (construction).
- Review project scope with stakeholders to ensure the defined project goals scope and justification is clear, accurate, and reflects Town's needs.
- Prepare Terms of Reference for the release of RFP/RFTs for the procurement of consultants and contractor services, coordinate bid closing and award.
- Oversee quality, cost, and schedule to ensure compliance with 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. 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.



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

## The Ideal Candidate

We are seeking an experienced professional with a post-secondary degree/diploma in Civil Engineering, or closely related field. Our ideal candidate has 3 - 5 years facility/building and municipal design and construction experience. PMP and/or P. Eng. Designation and Professional Engineers Ontario membership would be considered assets

The ideal candidate will have demonstrated experience in construction, building retrofit projects with progressive responsibility for design work/preparation of contract specifications and a demonstrated knowledge of building design standards, building codes, building components, materials site plans and municipal zoning. We are seeking an individual with superior oral communication skills including effective report writing skills, and knowledge of design, maintenance and repair and construction techniques/processes for built facilities and structures. Working knowledge of contracting process and management including understanding in legal surveys and complex construction drawings, geotechnical reports and legal documents and agreements.

The successful candidate for Project Manager, Capital Projects 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 \$83,310.20 - \$102,097.99 (2022 rate) 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](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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