

Town of Caledon

make a difference



Job Title: Coordinator, Drainage (Permanent Full-Time)

Closing Date: April 29, 2024, 12pm

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***.

Under the guidance and direction of the Manager, Roads & Stormwater Operations/Maintenance, this position is responsible for the inspection, electronic documentation, and reporting related to stormwater infrastructure. As the Coordinator, Drainage, you will perform the following duties, including but not limited to:

- Prepare and develop inspection/monitoring procedures and schedules, reports and make recommendations for remedial action or preventative maintenance.
- Conduct inspections of stormwater infrastructure including stormwater ponds, outfalls, hydrodynamic separators, and low-impact stormwater measures in compliance with provincial legislation and regulations.
- Assist Operations staff with inspections, documentations, and reporting on maintenance needs of drainage swales, culverts and the storm sewer catch basins and maintenance holes.
- Coordinate and undertake event-driven inspection activities, such as after significant storm events, to assess integrity of infrastructure and identify any issues, hazards, or safety risks.
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Environmental Engineering, Civil Engineering, or other closely related field. Along with completion of the Association of Ontario Road Supervisors and possess the Certified Road Supervisor (CRS) designation OR Ontario Association of Certified Engineering Technicians and Technologists and possess the Certified Engineering Technologist (C.E.T.) designation.

Our ideal candidate has 5 years of road and drainage design, construction and/or maintenance experience and 5 years' experience as an Inspector, Foreman or in a Supervisory role in road construction and/or maintenance. With knowledge of construction and maintenance of roads, storm sewers and ditches.



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

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Knowledge pertaining to inspecting and maintaining streetlights, pavement markings, street sweeping, snowplowing, signs, roadside safety devices and inspection of various road permits and road maintenance contractors.

The ideal candidate will have the ability to make decisions involving routine tasks, within established procedures. We are seeking an individual with superior organizational skills, a demonstrated ability to work independently, and excellent verbal and written communication skills.

The successful candidate for Coordinator, Drainage 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 \$81,539.70 - 96,658.66 \$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 **April 29, 2024, 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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