

**Town of Caledon**

***make a difference***



**Job Title: Project Manager, Sustainable Transportation (Permanent Full-Time)**

**Closing Date: April 22, 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***.

### **The Opportunity**

Reporting directly to the Manager, Transportation Engineering, this role is responsible for planning, overseeing, and leading the programs, projects, and studies relating to sustainable transportation, such as transit, cycling, and trails. The key objective is to plan/execute projects and programs that will have measurable output and outcomes in increasing the use of sustainable transportation for commuting purposes, thereby reducing traffic congestion, and achieving the associated environmental, health, and economic benefits. As the Project Manager, Sustainable Transportation, you will perform the following duties, including but not limited to:

- Lead, manage and/or support infrastructure-related and promotional-related initiatives on sustainable transportation, such as overseeing design and implementation, researching best practices, identifying infrastructure/programming needs, developing plans/policies, engaging with stakeholders and the public, delivering outreach programs/materials/events, develop, and monitor performance indicators, and prepare reports/presentations.
- Coordinate and oversee the Town's transit services, plans, and initiatives and coordinate with other public transit agencies.
- Liaise with every level of government, the private sector, the public, and political leaders.
- Explore ways for Caledon residents/visitors/workers to travel with a range of mobility choices other than vehicles, with duties including but not limited to researching best practices, identifying infrastructure/programming gaps, developing plans/policies, undertaking projects/programs, and overseeing implementation.
- Collaborate with stakeholders in the public and private sectors to improve and promote sustainable transportation through evaluation, engineering, education, encouragement, and enforcement.
- Response to Council and resident inquiries and concerns pertaining to sustainable transportation.
- Prepares scope of work and terms of reference for town-initiated transportation project studies, evaluates proposals, and assists in hiring consultants in support of transportation engineering projects.



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

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- Support other transportation planning projects and studies as required; and performs other duties as assigned.
- Prepares reports and presentations to Council relating to sustainable transportation-related matters and responds to inquiries from Councillors, the public, community groups, Town departments, and other levels of government; represents the Town's interest on intergovernmental committees and public meetings; attends Council and Committee meetings as required. Maintain responsibility for assigned duties within the departmental and/or corporate Business Continuity Plan

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Transportation Engineering/ Planning, Urban/Environmental Planning, or a closely related field, along with registration with a recognized professional engineering or planning organization. Our ideal candidate has minimum of five (5) years of demonstrated experience in sustainable transportation, transportation engineering/planning, and transit planning.

The ideal candidate will have demonstrated ability to work in a multidisciplinary team setting using well developed communications, analytical, problem-solving and computer skills. We are seeking an individual with superior interpersonal skills, a demonstrated ability to self-manage in a timely and organized fashion, and excellent verbal and written communication skills.

The successful candidate for Project Manager, Sustainable Transportation 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 \$87,100.81 - \$106,743.45 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 22, 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](http://www.caledon.ca/careers)

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



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