

Town of Caledon

make a difference



Job Title: Coordinator, Operations (Contracted Services) (Permanent Full-Time)
Closing Date: June 4, 2023, 11:59PM

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 Superintendent, Road Operations, this role is responsible for the operations project coordination, contractor supervision and inspection, and contract administration of road maintenance activities including, pavement marking, catch basin cleaning, streetlight maintenance, curb and sidewalk replacement, asphalt repairs and repaving, surface treatment contracts, maintenance gravel, noise wall replacement, retaining wall replacement, storm sewer repair and replacements, crack sealing, dust suppressant, guiderail repair and replacements, and street sweeping. As the Coordinator, Operations (Contracted Services), you will perform the following duties, including but not limited to:

- Coordinate, operations project coordination, supervise, inspection and contract administration of all maintenance contractors.
- Investigation and communication in response to customer service requests and contract disputes.
- Coordinate, project management, develop, review, edit and recommend new and revised specifications and unit price items for operating maintenance contracts including review of bid submissions for award.

The Ideal Candidate

We are seeking enthusiastic professional with a post-secondary diploma in Civil Engineering Technology with a C.E.T. designation from the Ontario Association of Certified Engineering Technicians and Technologists. A Certified Roads Supervisor (C.R.S, C.R.S.I.) designation from the Association of Ontario Road Supervisors is considered an asset. Our ideal candidate has a minimum 3 years' experience with municipal road maintenance and/or construction inspection and contract administration.

The
ideal



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candidate will have demonstrated computer proficiency in MS Office (Word, Excel, Outlook), GIS and knowledge of various technologies pertaining to asset management including City Wide. We are seeking an individual with excellent verbal and written communication skills, demonstrated analytical and problem-solving skills involving regular development of new and improved methods, and superior interpersonal skills including the ability to work effectively alone and in a team environment.

The successful candidate for Coordinator, Operations (Contracted Services) will be required to work a flexible schedule, including after hours (as required).

This position offers a salary range of \$79,550.93 - \$94,301.13 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

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



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