

Town of Caledon

make a difference



Job Title: Landscape Architect, Development (Permanent Full-Time)
Closing Date: January 14, 2021; 11:59 pm

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, Parks, the Landscape Architect - Development is responsible for the planning and design of new parks and open spaces through the development application review process throughout the Town of Caledon. This role will also project manage the construction of new parks. As the Landscape Architect, Development, you will perform the following duties, including but not limited to:

- Review development and redevelopment applications and associated documents, including draft plans of subdivision, condominiums, site plans, official plan amendments, zoning by-law amendments, consents, building permits and provide comments related to parks, recreational trails, open space and facility-related requirements, including parkland dedication. Ensure conformance with standards, plans, policies and legislation.
- Prepare design concepts, master plans, presentation drawings, detailed design, construction drawings, specifications and cost-estimates for relevant capital projects.
- Project manage parks, trails and open space capital projects from initiation to closing phases including preparation of project charters, stakeholder consultation, financial and schedule tracking etc.
- Review and make recommendations in consultation with the Community Supports division on all parks and open spaces conceptual design, detailed design and construction drawings.
- Investigate park complaints as they relate to plans of subdivision and site plans. Determine cause and nature of the issues, notify responsible party or governing agency and follow up to ensure department customer service standards are met.
- Work with the Town's Purchasing Division to prepare tender packages, issue tenders, award contracts and provide contract administration for relevant construction projects.

COVID-19: In consideration of the current pandemic and Public Health orders, the Town of Caledon is providing limited in-person services as Town Hall is open to the public by appointment only. The successful



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

candidate for Landscape Architect, Development will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary degree in Landscape Architecture or a closely related field and full membership with OALA. Our ideal candidate has a minimum of 7 years related experience in Landscape Architecture, preferably in a municipal setting. Experience in landscape construction would be an asset.

The ideal candidate has knowledge of AMANDA and BlueBeam softwares and knowledge in Citywide Asset Management software an asset. We are seeking an individual with excellent verbal and written communication skills, demonstrated analytical and problem-solving skills involving occasional ingenuity and refinement of procedures, and superior interpersonal skills including the ability to work effectively in a team environment.

This position offers a salary range of \$79,761.28 - \$96,363.88 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.

New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.

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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