

**Town of Caledon**

**make a difference**



**Job Title: Plans Examiner (Permanent Full-time)**

**Closing Date: July 21, 2017**

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, Plans Examination/Deputy CBO, the **Plans Examiner** will perform review of plans examinations for residential, small commercial, small industrial and small institutional building applications in the Town of Caledon. This role provides review and interpretation ensuring that plans are consistent with the requirements of the Building Code Act, the Ontario Building Code and all other applicable laws, standards and regulations

As a customer-focused member of our team, this role is responsible for assisting clients at the service counter and over the phone with inquiries concerning the Ontario Building Code. You will process applications for building permits, update AMANDA with appropriate notes and documentation and recommend modifications to existing service levels where appropriate. The Plans Examiner is responsible for providing technical information for reports, correspondence and other communications prepared by the Supervisor, Plans Examination/Deputy CBO.

**The Ideal Candidate**

We are seeking an experienced communicator with a post-secondary diploma in Architectural Technology or closely related field and a minimum 3 years' related experience in the construction industry or conducting inspections. The ideal candidate has membership or eligibility for membership with the OBOA as a CBCO and meets the MMAH qualifications in: General Legal Process, House and Small Buildings and Building Structural. Computer proficiency in MS Office (Word, Excel, Outlook) is required, knowledge of AMANDA, Auto-Cad and Arc Explorer is an asset.

*Notwithstanding the above, candidates who do not fulfill all of our requirements may be considered in a Development Status capacity. Satisfactory passing of a criminal record check and proof of qualifications will be required of any successful candidate(s) for this position*

**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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