

**Town of Caledon**

**make a difference**



**Job Title: Supervisor, Plans Examinations/Deputy CBO**

**Closing Date: January 24, 2018**

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, Building Services/CBO, this role oversees plans examinations for residential, commercial, industrial and public buildings in the Town of Caledon. This role provides review, interpretation and direction to the Plans Examiners as required; 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. Conducts plans examinations as required.

### **The Ideal Candidate**

We are seeking an experienced professional with a post-secondary degree/diploma in Architectural Technology or a closely related field, with full membership or eligibility for membership with the OBOA as a CBCO. Our preferred candidate has a minimum of 5 years of experience in the construction industry or conducting inspections with demonstrated leadership and/or supervisory skills. The ideal candidate will meet the MMAH qualifications in all categories of Certification including CBO Legal/Process, accompanied by a Supervisor/Manager registration. We are seeking an individual with demonstrated knowledge of sound construction practices and design, excellent verbal and written communication skills, and the ability to appear as a witness in court and in Tribunals.

Computer proficiency in MS Office (Word, Excel, Outlook), along with a valid driver's license with no more than 3 demerit points and daily access to a vehicle for corporate use is required. Knowledge of AMANDA and Arc Explorer would be considered an asset.

*This position offers a salary range of \$78,627.02 - \$98,883.55 plus a competitive benefit package.*

*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.*



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

*The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact Human Resources 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](http://www.caledon.ca/careers)

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



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542