

Town of Caledon

make a difference



Job Title: Coordinator, Building Services

Closing Date: January 25, 2019

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 is responsible for conducting plans review of all building permit applications for compliance with the Town's Zoning By-law and all other Applicable Law, as well as administering permit processes for the Division.

The Ideal Candidate

We are seeking a professional with a post-secondary diploma in Planning, Business Administration, Architectural or Engineering Technology, or equivalent combination of education and experience. Our ideal candidate has 1 - 2 years related experience in a municipal, legal or development setting. The ideal candidate will have experience monitoring the progress of all building permit approvals from application to closure, and will showcase their skills in expediting permit and inspection processing timeframes. The ideal candidate will have excellent verbal and communication skills, and optimal customer service skills, and superior attention to detail.

The incumbent is required to obtain the MMAH qualifications of Legal - General Process and House within the first twelve (12) months in the position.

This position offers a salary range of \$61,240.52 - \$71,823.13 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

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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

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



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