

**Town of Caledon**

**make a difference**



**Job Title: Associate, Building Services**

**Closing Date: July 22, 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 of Building Services/CBO, this role is responsible for operating as the primary contact for all the division's external clients and accepting permit applications including building permits, demolition permits, sign permits, etc.

### **The Ideal Candidate**

We are seeking a motivated professional with training and knowledge in the above, normally acquired from a post-secondary diploma in Architectural Technology, Engineering Technology, Building, Business Administration or equivalent combination of education and experience. Our ideal candidate has a minimum 1-2 years related experience in a municipal building department or in the construction industry. The ideal candidate will have a thorough understanding and the ability to interpret zoning by-laws, Planning Act and the Ontario Building Code. We are seeking an individual with excellent verbal, written and oral communication skills with the ability to work in a team environment.

This position offers a salary range of \$56,194.19 - \$66,697.41 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.*

*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.



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