

Town of Caledon

make a difference



Job Title: Plans Examiner
Closing Date: October 23, 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 Supervisor, Plans Examination/Deputy CBO, this role performs the review of various building permit 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.

The Ideal Candidate

We are seeking a professional with a post-secondary diploma in Architectural Technology, Engineering Technology or a closely related field. Our ideal candidate has a minimum of 3 years of related experience in the construction industry, preferably in a municipal setting. This candidate must meet the Ministry of Municipal Affairs and Housing (MMAH) qualifications in General Legal/Process, House, and Small Buildings and Building Structural.

The ideal candidate must have excellent interpersonal skills to communicate as required with other divisions, departments and external agencies. With strong organizational skills, the individual will need to prepare information for files and reports in matters relative to the Division.

This position offers a salary range of \$64,617.55 - \$81,731.34 plus a competitive benefit package.

Notwithstanding the above, candidates who do not meet the minimum qualifications may be considered in a development status capacity. Proof of qualifications and a criminal record check 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.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

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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