

Town of Caledon

make a difference



Job Title: Associate, Building Services (permanent full-time)

Closing Date: August 14, 2020, 11:59 pm

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, Permits, this role is responsible for the delivery of the division's front-line customer service, operating as the primary contact for all internal and external clients, including the review and acceptance of complete applications and submissions received through the Division. As an Associate, Building Services, you will perform the following duties, including but not limited to:

- Answering calls, responding to messages, accepting applications and submissions, booking inspections, and accepting complaints regarding potential BCA, OBC, and Town By-law violations
- Identifying and notifying clients of all internal and external agency approvals and/or legislative requirements that are applicable to a proposal
- Validating and ensuring all documentation accepted as part of a permit application is accurate and complete
- Advise clients of all deficiencies and outstanding approvals and/or other requirements at time of permit application acceptance

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 or Engineering Technology, or closely related field, or an 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 of the BCA and OBC, Town By-laws, Regional Governance and building permit application process. We are seeking an individual with excellent verbal and written communication skills with the ability to work in a team environment.

This position offers a salary range of \$57,177.59 - \$67, 864.61 plus a competitive benefit package.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

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

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



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