

**Town of Caledon**

***make a difference***



**Job Title: Senior Plans Examiner, Mechanical (permanent full-time)**

**Closing Date: October 26, 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, Plans Examination/Deputy CBO, this role is responsible for providing mechanical plans review of building permit applications, to ensure that the proposed construction complies with the requirements of the Building Code Act (BCA), the Ontario Building Code (OBC), Town By-laws and Applicable Law. As Senior Plans Examiner, Mechanical, you will perform the following duties, including but not limited to:

- Review plans and documents (for mostly Part 3 Buildings) compliance with the BCA and OBC, Town By-laws and Town policies and procedures, ensuring, health and life safety requirements are enforced and maintained.
- Issues deficiency letters and communicates with external clients where appropriate to ensure compliance with the Ontario Building Code, good engineering practice and in accordance with departmental policies and procedures.
- Provide guidance and leadership, Plans Examiners, ensuring that the statutory duties and enforcement of the BCA, OBC, Town By-laws and Town policies and procedures are carried out with competence and professionalism
- Assist the Supervisor, Plans Examination/Deputy CBO in developing policies and procedures, by-laws and alternative service delivery opportunities and reviews and recommends improvements to existing practices and procedures
- Perform the statutory duties of a Plans Examiner pursuant to the BCA and the OBC
- Assist clients on site, over the phone, and via email, with inquiries concerning the Ontario Building Code

### **The Ideal Candidate**

We are seeking an enthusiastic professional with a post-secondary degree or diploma in Mechanical or Engineering Technology, or closely related field or equivalent combination of education/training and experience, and meets the MMAH qualifications in all categories of certification for Mechanical Examiner (Plumbing/HVAC),



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

with the requirement that certification must be obtained for both specialities of this role within a reasonable time as set out by the Manager, Building Services/CBO. Our ideal candidate has a minimum of 5 years related experience, preferably in a municipal regulatory environment; demonstrated leadership skills are an asset. We are seeking an individual with experience reading and interpreting plans, specifications and data sheets pertaining to both HVAC systems and plumbing system installations for compliance with legislation. CBCO and HRAI certification are an asset.

The ideal candidate will have demonstrated knowledge of sound construction practices and excellent working knowledge of the BCA, OBC and other relevant legislation. We are seeking an individual with excellent verbal and written communication skills, demonstrated customer service excellence, demonstrated analytical and problem-solving, with the ability to work effectively both independently and in a team environment.

This position offers a salary range of \$78,389.46– \$94,706.52 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.



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