

Town of Caledon

make a difference



Job Title: Plans Examiner (Permanent Full-Time)

Closing Date: October 21, 2021; 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 performing technical review, analysis and approval of all plans, specifications, and other documents, submitted for building permit approval; to ensure proposals are carried out in accordance with the requirements of the Building Code Act (BCA), the Ontario Building Code (OBC), referenced standards, Town By-laws, and other Applicable Law, and to verify that structural, accessibility, health and life safety requirements for buildings are reviewed. As the Plans Examiner, you will perform the following duties, including but not limited to:

- Conduct architectural, structural, and/or septic reviews for OBC – Part 9 Buildings, while adhering to mandated timeframes in accordance with the BCA and its regulations. Mechanical and/or Plumbing experience and qualification would be an asset
- Conduct reviews of signs and pool enclosures for compliance with the Ontario Building Code, Sign By-law and/or Fence By-law, as applicable.
- Update AMANDA (permit database system) accordingly with appropriate notes and documentation
- Provide interpretation of the BCA, OBC and referenced standards to the general public, designers, contractors, Architects, Professional Engineers, and other internal and external stakeholders.
- Assist clients at the service counter and over the phone with inquiries concerning the Ontario Building Code
- Where necessary, consider alternative solution proposals, having reasonable regard for the intent of the Building Code requirement, established policy, standard practices, professional experience and documented peer consensus



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

COVID-19: In consideration of the current pandemic and Public Health orders, the Town of Caledon is providing limited in-person services as Town Hall is open to the public by appointment only. The successful candidate for Plans Examiner will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary diploma in Architectural Technology, or closely related field. Our ideal candidate has minimum 3 years related experience in the construction industry, or conducting inspections, and meets the Ministry of Municipal Affairs and Housing (MMAH) qualifications in General Legal/Process with the ability to obtain House, Small Buildings, On Site Sewage System, and HVAC – House. We are seeking an individual with membership or eligibility for membership with the Ontario Building Officials Association (OBOA) as a Certified Building Code Official (CBCO). Certifications through OACET, PEO, AATO, and/or OAA are considered an asset.

The ideal candidate will have demonstrated knowledge of sound construction practices and design, as well as comprehensive understanding of the Ontario Building Code and Ontario Building Act. We are seeking an individual with superior verbal and written communication skills, a demonstrated ability to work well independently and in a team environment, and computer proficiency in MS Office (Word, Excel, Outlook). Knowledge of AMANDA, Auto-CAD and Arc Explorer would be an asset.

This position offers a salary range of \$71,552.88 - \$84,616.97 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services 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.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542