

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: SIGN CO-ORDINATOR

DEPARTMENT: Planning, Building & Economic Development

POSTING NUMBER: 104572

NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 35 hour workweek

LOCATION: Hybrid Model – when working onsite, you will report to the location of Flower City Community Campus.

SALARY GRADE: 12

SALARY RANGE: **1ST STEP:** \$86,231.60 per annum

2ND STEP: \$90,781.60 per annum

JOB RATE: \$95,568.20 per annum

JOB TYPE: Union

POSTING DATE: July 26, 2022

CLOSING DATE: August 9, 2022

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Zoning & Sign By-Law Services, co-ordinates approvals process related to the issuance of permits for sign structures regulated by the Building Code Act and the City of Brampton Sign By-law; reviews applications and plans for permits and issues building permits for signage; prepares reports and makes recommendations for applications for site specific amendments to the Sign By-law and attends Committee meetings; performs inspections and obtains and reviews engineer's reports as required by the Building Code; issues orders to comply and initiates prosecution procedures where violations warrant. Makes specific requests from staff.

- Reviews permit applications for compliance with the City of Brampton Sign By-law and the Ontario Building Code.
- Performs research and prepares reports and makes recommendations for applications for site specific amendments to the Sign By-law.
- Attend and participates in Council Committee meetings and the Signage Cross Functional Team.

- Co-ordinates with the Region of Peel and the Ministry of Transportation for proposed signage within their jurisdictions.
- Co-ordinates signage cross functional team; liaises with City departments, developers, sign companies, business owners and other agencies ensuring requirements and conditions of approval are fulfilled.
- Responds to customer enquiries at the counter and over the telephone regarding permitted signage and permit application requirements for signs regulated by the Building Code and the Sign By-law.
- Performs required inspections as set out in the Building Code.
- Issues orders to comply and requests prosecution as required, consistent with established Divisional procedures.
- Ensures required engineering reports are received throughout construction process and reviews and resolves issues arising from reports.
- Follows up on un-issued permit applications.
- Provide pro-active enforcement of the sign by-law by means of site visits to residential sales office sites and new commercial developments as well as general observations.
- Co-ordinates special projects and prepares reports as requested from time to time by Council.
- Maintains inventory of billboard signs and monitors “seasonal” signage permits regulated by Sign By-law, Huttonville Special Area Provisions.
- Performs calculations for the determination of construction value and permit fees.
- Performs additional similar and related duties as assigned.

SELECTION CRITERIA:

- High School (Grade 12) graduation plus an additional program of over three to four years in Architectural Technology, Civil Engineering Technology, Building Construction Regulations or equivalent.
- Over four (4) years, up to and including eight (8) years in a building code enforcement capacity or direct experience in the design or construction process.
- Successful completion of provincial qualification examinations for Legal Processes, Small Buildings, Large Buildings and Building Structural.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Able to work independently and as part of a team.
- A valid, non-probationary Ontario class G licence and use of own vehicle.
- Working knowledge of Microsoft Office Suite.

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process will be completed with video conference technology.

As part of the corporation’s Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #104572 by August 9, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the

individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.