

Town of Caledon

make a difference



Job Title: Plans Examiner (Permanent Full-Time)

Closing Date: June 25, 2023, 11:59PM

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, this role reviews and approves plans submitted for all Part 3 and Part 9 building permit applications, this includes all residential, commercial, and institutional buildings applications. As the Plans Examiner, you will perform the following duties, including but not limited to:

- Responsible for all building permits they review and approve, ensuring they are in compliance with the Ontario Building Code (OBC) and all other applicable laws, standards, and regulations.
- Responsible for ensuring that all their process reviews are completed correctly and entered in the Town's permit administration database – AMANDA.
- Communicate directly with the applicant and their design professionals both in writing and verbally with respect to plan review deficiencies they have identified and assist them with bringing their application into compliance with the OBC requirements.
- Responding to general inquiries from the public on OBC requirements and the permit process in general.
- Attend meetings with clients to review potential proposals/applications including other internal Departmental staff and represent the Division in these meetings or attend along with their Supervisor or Sr. Plans Examiner.
- Assist in the development of Divisional SOP's/ Practice Bulletins and along with process improvements.
- Be able to work independently and as part of a larger team to achieve the overall objective of the Town and the Division – to ensure that all buildings built in the Town are safe for the building owners/occupants and members of the public by ensuring compliance with the Ontario Building Code.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

seeking a passionate professional with a post-secondary diploma in Architectural, Civil Engineering, or a closely related field. Along with Ministry of Municipal Affairs and Housing qualifications in: General Legal, On-Site Sewage, Small Buildings and/or HVAC House, Building Services and Plumbing. Our ideal candidate has minimum 3 years of related experience in the construction industry or municipal government directly engaged in the building permit process. With experience reading and interpreting plans, specifications and data sheets pertaining to architectural and structural design for compliance with the Ontario Building Code and other applicable standards.

The ideal candidate will have demonstrated analytical and problem-solving skills. We are seeking an individual with superior customer service skills, with strong organizational skills with attention to detail, and excellent verbal and written communication skills with computer proficiency. Knowledge of MS Suite, AMANDA, and Bluebeam would be an asset.

The successful candidate for Plans Examiner will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$75,892.79 - \$93,006.93 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.

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