

**Town of Caledon**

***make a difference***



### **Job Title: Plans Examiner, Zoning**

The 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, Zoning, you will perform the following duties, including but not limited to:

- Responsible for ensuring permits are in compliance with the Towns Zoning By-law and all other applicable laws, standards and regulations. Ensure notes and corrections are clearly identified on the approved building permit documents.
- Ensure that process reviews are correctly entered into the Towns permit administration database – AMANDA. Respond to the general public, applicants, design professionals and external agencies both in writing and verbally with respect to general enquiries and plan review deficiencies. Assist applicants with bringing their application into compliance with applicable regulations. Attend meetings with clients or internal Departmental Staff to review potential proposals/applications and represent the Division in these meetings.
- As part of the Division's ongoing process improvements, assist in the development of Divisional SOP's/ Practice Bulletins and 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 constructed in the Town are safe for the building owners/occupants and members of the public while ensuring compliance with the Zoning By-law.
- Responsible for verifying Building data with respect to fees and Development Charges.



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

## The Ideal Candidate

We are seeking a detail-orientated professional with a post-secondary degree/diploma in Architectural, Civil Engineering or Planning or closely related program. The candidate would hold Ministry of Municipal Affairs and Housing qualifications in General Legal. Our ideal candidate has three (3) years of experience in the construction industry or municipal government directly engaged in the building permit process.

The ideal candidate will have demonstrated experience reading and interpreting plans, specifications and data sheets pertaining to architectural design for compliance with the Zoning By-law and the applicable law requirements of the Ontario Building Code. We are seeking an individual with superior knowledge of sound construction practices and design.

The successful candidate for Plans Examiner, Zoning 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 \$77,790.11 - \$95,332.10 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.*

*Applications for this posting will be accepted until **March 20, 2024 at 12:00PM.***

## 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