

**Town of Caledon**

***make a difference***



**Job Title: Zoning Examiner (Permanent Full Time)**

**Closing Date: July 4, 2024**

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 Manager, Strategic Policy Planning, this role is responsible for interpreting and administering the Town's Zoning by-law, and to provide zoning information to Council, staff, and the general public. As the Zoning Examiner, you will perform the following duties, including but not limited to:

- Provide interpretation on the Town's Zoning By-laws and provide professional advice on zoning matters to members of Council, Town staff and the public.
- Provide a written zoning summary on all planning development applications.
- Prepare and provide zoning evidence at all tribunals regarding zoning contraventions and/or interpretations.
- Review and respond on the determination of legal non-conforming and legal non-complying status of properties.
- Administer, maintain, and consolidate the Department's zoning records and zoning by-laws.
- Provide administrative support to the Department for development application notifications, circulations and appeals to the Ontario Municipal Board.
- Perform additional duties and undertake special projects as assigned.

**The Ideal Candidate**

We are seeking a passionate professional with a post-secondary diploma in Planning or a closely related field. Membership with the Canadian Institute of Planners is considered an asset. Our ideal candidate has 3 years of experience in planning or zoning examination, preferably at the municipal level. Knowledge of AMANDA would be an asset.

The ideal candidate will have demonstrated ability to work effectively in a team environment. We are seeking an



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individual with superior communication skills, a demonstrated ability to exercise significant discretion sensitivity involving occasional access to confidential data, and excellent computer proficiency MS Office (Word, Excel, Outlook).

The successful candidate for Zoning 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 \$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 July 4, 2024 **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.



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