

Town of Caledon

make a difference



Job Title: Associate, Building Services (Permanent Full-Time)
Closing Date: March 25, 2025, 12pm

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, Permits, this role is responsible for the delivery of the division's front line customer service, operating as the primary contact for all internal and external clients, including the review and acceptance of all building, pool enclosure and sign permit applications that have been submitted either digitally or in-person to the Division as well as the physical issuance of all permits on behalf of the Division. As the Associate, Building Services, you will perform the following duties, including but not limited to:

- Perform review of all permit application submissions received through the Division, ensuring submissions accepted are deemed complete and in accordance with the Building Code Act (BCA), Ontario Building Code (OBC), Town's By-laws and Town policies and procedures, including the identification of permit applications eligible for the division's fast-track and emergency approval processes.
- Identify and notify clients of all internal and external agency approvals and/or legislative requirements that are applicable to a proposal.
- Responsible for answering calls through the division's phone queue, responding to messages from the general voice mailbox, and emails, accepting applications and submissions, booking inspections, and accepting complaints regarding potential BCA, OBC, and Town By-law violations.
- 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 Building Code Act.
- Process compliance letters for the Division and notify the Coordinator, Building Services of any inconsistencies with old/inactive files.
- 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.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Act as a liaison between the Division and client by providing technical and administrative assistance and answering inquiries related to permit application requirements and deficiencies with the assistance of a Plans Examiner
- Must be able to Determine and process all fees in accordance with the Town's Fees and Charges By-law and log payments into the Town's financial database, this includes the processing of on-line and over the phone credit card payments and ensuring the confidentiality of this financial information.
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Architectural, Civil Engineering or a closely related field and qualification with the Ministry of Municipal Affairs and Housing in General Legal. Our ideal candidate has minimum 1-2 years related experience in the construction industry or municipal government directly engaged in the building permit process. Knowledge of AMANDA, Bluebeam and Arc Explorer would be an asset.

The ideal candidate will have demonstrated knowledge of sound construction practices and design. We are seeking an individual with superior verbal and written communication skills, ability to work well independently, and excellent organizational skills.

The successful candidate for Associate, Building Services 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 \$67,259.33 to \$84,074.16 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 25, 2025, 12:00PM EST.

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.



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