

**Town of Caledon**

***make a difference***



**Job Title: Plans Examiner, Mechanical**  
**Closing Date: October 31, 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 Supervisor, Plans Examination/Deputy CBO, 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, Mechanical, you will perform the following duties, including but not limited to:

- Ensure all building permits they review and approve are in compliance with the Ontario Building Code (OBC) and all other applicable laws, standards and regulations. This review includes ensuring that they make any necessary notes or corrections on the approved building permit documents that form part of the issued building permit
- Plans Examiners are responsible to ensure that all their process reviews they have completed are correctly entered into the Towns permit administration database – AMANDA. This electronic record is the Town's official record and ensuring clear and concise records are crucial in terms of data integrity.
- 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. Along with assisting these clients this position is also responsible for 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 a Sr. Plans Examiner.
- 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



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 professional with a minimum education, training and/or knowledge in the above, normally acquired from Post secondary degree/diploma or certificate in Architectural or Civil Engineering or closely related field. Our ideal candidate has a minimum of 3 years related experience in the construction industry or municipal government directly engaged in the building permit process, 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 and Ministry of Municipal Affairs and Housing qualifications in General Legal, Plumbing – House, and HVAC House.

Minimum 5 years related experience in the construction industry or as a plans examiner in a municipality is preferred. Must have a good understanding of the Ontario Building Code and Ontario Building Act.

The successful candidate for Plan Examiner, Mechanical 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 **October 31, 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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