

**Town of Caledon**

***make a difference***



**Job Title: Building Inspector, Enforcement**

**Closing Date: January 8, 2025 @ 12PM**

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, Building Inspections/ Deputy CBO this role is responsible for investigating complaints regarding construction activities being carried out without a valid building permit and in contravention of the Building Code Act. As a Building Inspector - Enforcement, you will perform the following duties, including but not limited to:

- Investigate complaint referrals from the general public, Council and/or internal staff to ensure new building construction, alterations and additions regulated by the Building Code Act are undertaken with the benefit of a valid building permit
- Prepare and maintain accurate investigation and enforcement related reports for future possible court action
- Prepare and issue Building Code Act Orders
- Initiate legal action through the laying of charges, including the swearing of Information, service of Summons and testifying in court as required
- Respond to inquiries received from the public, internal staff and Councillors offices

### **The Ideal Candidate**

We are seeking an enthusiastic professional with a post-secondary diploma in Civil Engineering, Architectural Technology, building design and/or construction, or an equivalent combination of education and experience. Our ideal candidate has a minimum of 1-2 years related experience, preferably in building inspection, construction or building design.

The ideal candidate will have a strong understanding of the BCA and OBC, Town By-laws, Regional Governance and building permit application process. The candidate will be proficient in MS Office (Word, Excel, Outlook) and having knowledge of AMANDA software program is an asset. We are seeking an individual with excellent verbal and written communication skills, demonstrated customer service excellence, ability

to



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

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exercise significant discretion and sensitivity, with the ability to work effectively both independently and in a team environment.

This position offers a salary range of \$65,459.20- \$81,824.00 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 **January 8, 2025 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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