

Town of Caledon

make a difference



Job Title: Administrator, Permits (Permanent Full-Time)

Closing Date: February 24, 2025 12:00 PM EST

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 administering the conditional permit process and assisting with the preparation of enforcement-related documents. You will assist in responding to compliance letters and FOI requests, while being the initial contact for legal matters. You will provide backup to the Administrative Coordinator, Building Services, and support various duties within the division. As the Administrator, Permits, you will perform the following duties, including but not limited to:

- Assist with the preparation and mailing of enforcement documents, such as letters and orders, in compliance with relevant by-laws and legislation.
- Coordinate documentation for legal action and collaborate with Legal Services to obtain necessary information and updates.
- Monitor site plan approval projects and ensure proper approvals are in place.
- Draft conditional permit agreements for signature by the Director and Clients and liaise with clients on the process.
- Respond to all compliance letter requests and assist with Municipal Freedom of Information Act (MFIPPA) related requests.
- Provide backup support for the Administrative Coordinator, including record preparation for public requests.
- Answer calls, emails, and complaints, and assist with permit applications, inspections, and violation inquiries.
- Assist with zoning and Applicable Law reviews for permit applications.
- Represent the division in client meetings and collaborate with internal departments on proposals/applications.



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

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- Contribute to the development of Standard Operating Procedures and process improvements within the division.

The Ideal Candidate

We are seeking a professional with a post-secondary degree/diploma in Architectural or Civil Engineering, or a closely related field. Our ideal candidate has a minimum of 3 years of experience in the construction industry or municipal government, particularly in the building permit process.

The ideal candidate will have demonstrated customer service excellence, solid knowledge of construction practices, and a good understanding of the Zoning By-law and Ontario Building Code Act. We are looking for an individual with excellent verbal and written communication skills, the ability to work independently and as part of a team, and strong organizational skills. The successful candidate will have a keen attention to detail, problem-solving skills, and proficiency in MS Office. Knowledge of AMANDA and Bluebeam is an asset.

This position offers a salary range of \$76,577.52 - \$95,721.90 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 February 24, 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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