

**Town of Caledon**

***make a difference***



**Job Title: Associate, Building Services (Permanent Full-Time)**

**Closing Date: February 28, 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, 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:

- Review all permit submissions/plans for compliance with the Ontario Building Code and the Building By-law.
- Ensure all electronic data is fully entered into AMANDA upon acceptance of the permit submission.
- Identify and notify clients of all internal and external agency approvals and/or legislative requirements that are applicable to a submission.
- Ensure that all required fees have been paid and there are no outstanding amounts owed.
- Calculate the appropriate permit fee and process all associated payments made regarding a permit application.
- Collaborate with Plans Examination staff and Inspection staff with respect to building permit applications and the booking of inspection requests.
- Ensure that all required documents are properly compiled, stamped and marked.
- Inform applicant of permit issuance process.
- Participates and makes recommendations in the process to improve and/or develop policies, practices and procedures that enhance effectiveness and efficiency.
- Working with other internal departments to upgrade and enhance our service level effectiveness through conducting research.
- Assist in updating of Divisional website, manuals and guides.



6311 Old Church Road  
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[www.caledon.ca](http://www.caledon.ca)

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- Process all inspection requests in AMANDA and assist with coordination/scheduling between clients and Inspectors.
- Respond to and generate requested Compliance Letter's.
- Provide clients with Zoning By-law information upon request.
- Communicate with applicants and design professionals with respect to incomplete permit submissions or missing information.

## 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 year of construction industry or municipal government experience directly engaged in the building permit process and experience reading and interpreting plans.

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 an hourly rate of \$36.96 - \$46.19.

*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 28, 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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