

Town of Caledon

make a difference



Job Title: Supervisor, Permits & Administration

Closing Date: November 10, 2025 12:00PM 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 Director, Building Services/Chief Building Official (CBO), this role is responsible for managing the day-to-day operations of Building Permit application, zoning examination, and Building Code administration services for the Division, in accordance with the requirements of the Building Code Act (BCA), the Ontario Building Code (OBC), Town By-Laws and Applicable Law. You will provide supervision and guidance to administration and zoning/applicable law examination staff while ensuring compliance with all statutory duties. You will be responsible for maintaining the timeliness, accuracy, and consistency of Building Code-related services and ensuring continuous improvement of divisional processes and systems.

As the Supervisor, Permits & Administration, you will perform the following duties, including but not limited to:

- Provide guidance, supervise, and evaluate administration and zoning/applicable law examination staff.
- Ensure staff are trained and certified in accordance with Ministry of Municipal Affairs and Housing (MMAH) requirements.
- Oversee Building Permit tracking and review software systems, implementing enhancements and improvements.
- Develop and maintain divisional webpages and online e-permitting program functionality.
- Assist the Director/CBO with policy development, by-law review, staff recruitment, training, and onboarding.
- Interpret and resolve Building Code and Zoning By-law related issues for internal and external stakeholders.
- Manage development, maintenance, and reporting of Building Permit tracking data and processes.
- Provide oversight for core administrative functions including permit entry, records, and service-level analysis.



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- Respond to escalations, complaints, and inquiries from Council, staff, agencies, and the public.
- Perform additional duties and special projects as assigned.

The Ideal Candidate

We are seeking a knowledgeable and collaborative professional with a post-secondary diploma in Architectural or Engineering Technology, Business, or a closely related field. Our ideal candidate has 3–5 years of related experience, preferably in a municipal regulatory environment, along with 3–5 years of demonstrated leadership and/or supervisory experience.

The ideal candidate will have demonstrated knowledge of the Building Code Act, Ontario Building Code, Planning Act, and related legislation, as well as the ability to interpret plans, specifications, and by-laws. We are seeking an individual with superior leadership and communication skills, a demonstrated ability to train and mentor staff, and excellent analytical and problem-solving skills.

The successful candidate for Supervisor, Permits & Administration 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 \$103,595.84 to \$129,494.80 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 November 10, 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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