

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People 



**JOB TITLE:** SIGN SPECIALIST

**DEPARTMENT:** PLANNING, BUILDING AND GROWTH MANAGEMENT

**POSTING NUMBER:** 106834

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35 hour workweek

**LOCATION:** you will report to the location of FCCC 1, 8850 McLaughlin Rd S Unit 1.

**SALARY GRADE:** 10

**SALARY RANGE:** **1<sup>ST</sup> STEP:** \$85,631.00 per annum

**2<sup>ND</sup> STEP:** \$90,144.60 per annum

**JOB RATE:** \$94,876.60 per annum

**JOB TYPE:** Union

**POSTING DATE:** January 23, 2026

**CLOSING DATE:** February 05, 2026

## **AREA OF RESPONSIBILITY:**

Reporting to the Supervisor, Zoning & Sign By-Law Services, the Sign Specialist is responsible for administering all aspects of signage regulation within the City of Brampton as outlined in the Sign By-law. This includes reviewing and issuing permits for portable, temporary, and permanent signs, as well as conducting on-site inspections to ensure proper installation of temporary and permanent signs. The role involves responding to public complaints and proactively investigating unauthorized or illegal signage, while placing a strong emphasis is placed on delivering excellent customer service while providing clear, accurate interpretations of the Sign By-law and relevant sections of the Ontario Building Code as they relate to signs.

- Interpret the sign by-law, administer applicable law, and provide professional advice
- Provide accurate interpretations and in-depth knowledge of the City of Brampton's Sign By-law.
- Assist the general public with interpretation and navigation of the Sign By-law.
- Understand and communicate the requirements of the Building Code Act, the Building Code, and other Applicable Law.
- Convey options in response to enquiries and refer applicants to appropriate departments.
- Review and approve building permits for compliance with the Sign By-law and the Ontario Building Code, when applicable.
- Understand and apply various provincial regulations and refer applicants to appropriate provincial regulatory bodies.
- Perform preliminary reviews of permit submissions for technical and administrative adequacy, while ensuring all permits comply with applicable laws (e.g., MTO, Heritage Act).
- Verify land use compliance and coordinate with zoning staff and conduct detailed plan examinations and issue deficiency letters.
- Perform complex calculations related to permit fees and sign dimensions.
- Implement and oversee the City's Online Mobile Sign Permit process.
- Ensure construction complies with permits and approved standards.

- Investigate complaints and document all inspections to support claims and legal processes.
- Issues orders to comply, orders to uncover and stop work orders and takes follow-up actions in accordance with the legislative requirements and department procedures and standards.
- Liaises with appropriate plans examiners, professionals, contractors, trades, building owners and homeowners through the construction process to ensure that required inspections are undertaken and that any violations of the Code are corrected.
- Prepare prosecution files and attend court as required and represent the Corporation professionally in court proceedings.
- Provides guidance to internal staff, contractors, developers, and external stakeholders through permit reviews, inspections, investigations, and customer service inquiries related to signage and sign by-law enforcement.
- Provide training and guidance to new Sign Specialists.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- Completion of a 3-year college diploma Architectural Technologist, Certified Engineering Technologist -Civil Specialization, or equivalent.

### **EXPERIENCE:**

- Minimum of two (2) years, up to and including four (4) years of design or construction process or related experience.

### **REQUIRED LICENCE CERTIFICATION:**

- Successful completion of the Ministry of Municipal Affairs and Housing provincial qualification examinations for: Legal Processes, Small Buildings, Large Buildings and Building Structural.
- Filed and registered with the Ministry of Municipal Affairs & Housing (MMAH) i.e. BCIN (Building Code Identification Number)
- Non-probationary valid Ontario Class G driver's license.

### **OTHER SKILLS AND ASSETS:**

- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Able to work independently and as part of a team.
- Requires discretion, sound judgment, and problem-solving under dynamic and evolving conditions.
- Physical effort includes standing, climbing, walking over rough terrain.
- Visual, auditory, and mental effort includes inspections, computer work, public interactions, data processing.
- Frequent travel across the City.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Interview:** Our recruitment process may be completed with video conference technology.

Applicants who do not meet the educational requirements but have direct related experience may be considered.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. \*Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online by clicking the button above quoting **reference #106834** by February 05, 2026 and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written

employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select “prefer not to answer” as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request.](#)



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*