

## Job Title: Sign Specialist

**Job Opening Number:** 106834

**Job Requisition Number:** 58

**Number of Positions:** 1

**Job Type:** Union

**Job Code:** Sign Specialist

**Department:** PLANNING, BUILDING&GROWTH MGMT

**Division:** Building

**Salary Range:**

*1st Step* \$85,631.00 per annum

*2nd Step:* \$90,144.60 per annum

*Job Rate:* \$94,876.60 per annum

**Job Grade:** 010

**Job Status and Duration:** Full Time (FT), Regular (R), vacancy

**Hours of Work:** 35

**Location:** FCCC 1, 8850 McLaughlin Rd S Unit 1

**Posting Date:** 02/12/2026

**Closing Date:** 03/06/2026

**Notice to Internal Applicants:** To ensure your application is processed as internal, please submit your application using your City of Brampton work email address.

External and internal applicants are now being considered.

## 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

## **Additional Information**

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

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

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.

If this opportunity matches your interest and experience, please apply online by clicking the **apply now** button by **(03/06/2026)** 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. 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.

We thank all applicants; however, only those who demonstrate they meet the required qualifications through their application/resume will be considered in the recruitment process in accordance with the respective Collective Agreement(s). Various tests and/or exams may be required as part of the selection criteria. Successful candidates will be required, as a condition of employment, to execute a written employment agreement.

The City of Brampton uses email to communicate with 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. Time sensitive correspondence is sent via email (i.e. testing bookings, interview dates) and 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 employment opportunity 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](#).

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