



Building Permit Administrator Development Services

About Milton

Join one of Ontario's fastest-growing and most dynamic municipalities. The Town of Milton is proud to deliver high-quality, sustainable municipal services that support a vibrant, inclusive, and forward-looking community where residents thrive, businesses succeed, and nature is respected and protected.

Our vision is to foster a safe, diverse, and welcoming environment—one that honours its natural landscapes and rich heritage, supports thriving and inclusive neighbourhoods, nurtures a strong and balanced economy, and offers exceptional opportunities to live, learn, work, and play.

What We Offer?

This position is eligible for the following:

- **Annual Salary Range:** \$61,782 - \$77,228
- **Benefits:** Regular full-time employees receive a comprehensive benefit package, with all premiums paid by the Town, an Employee Assistance Program, top-up maternity/parental leave benefits and life insurance.
- **Eligibility to participate in the OMERS pension plan**
- **Paid time off**, including vacation, incidental and volunteer days
- **Employee perks/discounts:** Discount on [Active Living Pass](#) and Perkopolis
- **Flexible work arrangements**, including hybrid work options and participation in the Town's compressed work-week program (*for eligible positions*)
- For further details of what we offer, please visit [Why Milton](#)

Position Summary

The Development Services department is accepting applications for the position of Building Permit Administrator. Reporting to the Coordinator, Permit Administration, this position provides a variety of essential support services to the internal and external customers of the Building Division to ensure the execution of administrative and operational procedures and processes. Responsibilities include front line customer service and processing of building permit applications.

Key Responsibilities Include:

Processes and provides administrative assistance to the Building Division

- Coordinate payment and administers the processing of all building permit and by-law permit applications, from initial customer contact to issuance of permit
- Issue all permits; co-ordinates all applicable fees including but not limited to permit fees, development charges and septic fees
- Assist in maintaining applicant handout information packages and in designing/updating new forms
- Prepare and maintain accurate records and reports of applications and associated approvals
- Provide back office support for the Town building permit online portal as it relates to permit submissions and coordinating online submissions of forms for processing

Customer Service

- Interact with internal and external customers by responding to building permit related inquiries and complaints in person, electronically and by telephone.
- Liaise with property owners, contractors, engineers, architects and other departments on matters related to permit status

Support to Finance/Planning & Development

- Facilitate staff inquiries on permit fee and development charge issues, verifying and relaying information as needed
- Reconcile Building and Zoning Divisions related fees
- Provide backup to other departmental Administrative Assistants (i.e., vacation, sick leave, etc.), to ensure administrative continuity

Minimum Qualifications

- Diploma in Public Administration, Public Service or Business Administration; or other relevant post-secondary education
- Minimum two (2) years related experience in a municipal environment
- Demonstrate a strong ability to read construction drawings
- Proficiency in the Microsoft Office Suite of products, including Outlook, Word, PowerPoint and Excel
- Experience with permit tracking software
- Excellent communication and customer service skills
- Strong time management and organizational skills
- Ability to meet deadlines under pressure and adapt to changing priorities
- Familiar with building/planning processes

Preferred Qualifications

- Post-secondary diploma in Architectural or Engineering Technology discipline is preferred
- Two (2) years related experience within a municipal Building/Planning Division is preferred
- Direct experience with Bluebeam or similar software
- Direct AMANDA experience or similar software
- Working knowledge of building/planning processes

Note to Applicants

This posting is for an existing job vacancy.

The Town is an equal opportunity employer, committed to fostering a diverse, inclusive, accessible, and respectful workplace. We encourage applications from all qualified individuals and are dedicated to fair and transparent hiring practices.

We thank all who apply, however only those selected to move forward in the process will be contacted.

Accommodations

Should you be selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. We will work with you to ensure your full participation in the process.

How to Apply

Interested applicants are invited to apply online at www.milton.ca under the Employment Opportunities section. Please ensure your application is submitted by 11:59 pm on March 15, 2026.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.