



Zoning Officer Development Services Department

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:** \$79,576 - \$99,471
- **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

Reporting to the Manager, Zoning and Property Information, this position is responsible for providing interpretation and administration of municipal zoning by-laws and sign by-laws. The Zoning Officer ensures that all development-related applications and land use proposals comply with these by-laws as well as applicable external agency legislation.

Key Responsibilities Include:

- Provides front line interpretation of the Zoning by-law; responds to inquiries from the public, Council, staff and agencies pertaining to zoning and sign regulations and other applicable law
- Reviews and comments on Site Plan, Committee of Adjustment, Land Division Consent, Draft Plans of Subdivision, Part Lot Control Exemption, Sign Variance, Niagara Escarpment Development Permit and Business License applications
- Reviews all proposed changes to the type of use of any land, building or structure and issues Certificates of Occupancy (Zoning)
- Reviews and comments on all Building Permit applications to ensure compliance of the development with all applicable zoning by-law regulations, conditions of approval, and other applicable law as defined in the Ontario Building Code Act
- Reviews and comments on all sign permit applications to ensure compliance with municipal by-laws
- Assists planning staff with the preparation of site-specific zoning by-law amendments
- Assists the Municipal Law Enforcement Officers with enforcement related to zoning by-law infractions

- Represents the department on internal staff teams and committees as required
- Attends court as an expert witness on matters related to zoning as required
- Recommends new processes to best service internal and external customers
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act
- Performs other duties as assigned in accordance with Department objectives

Minimum Qualifications

- Post-secondary Diploma in planning related disciplines, architectural/engineering technology, or equivalent experience
- 3 years of zoning or related experience
- Sound knowledge of the Planning Act, Municipal Act, Zoning principles and interpretation methodology
- Working knowledge of construction, Ontario Building Code Act and related terminology
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Proficient in Windows based software including Microsoft applications
- Strong organizational skills
- Ability to multi-task, meet multiple deadlines and adapt to changing priorities
- Strong problem solving and conflict resolution skills
- Good report writing and record management skills
- Ability to read and interpret architectural, structural, and mechanical drawings, specifications and reports
- Ability to work independently and as part of a team in a fast-paced environment.
- A valid Ontario Driver's License Class "G" with a satisfactory driving record; use of own vehicle required

Preferred Qualifications

- Post-secondary Degree in planning related discipline
- 5 years of direct zoning experience in a municipal environment
- Ministry of Housing - Building Code Identification Number (BCIN):
 - General Legal/Process or Powers and Duties of Chief Building Official (CBO)
- Introduction to Land Use Planning and Zoning Enforcement administered by the Ontario Building Officials Association
- Primer on Planning administered by the Ontario Association of Committees of Adjustment and Consent Authorities
- Experience using AMANDA and ArcReader GIS or similar software applications
- Experience with electronic plans review using Bluebeam or similar software application

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 August 28, 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.