

Town of Caledon

make a difference



Job Title: Manager, Building Services/CBO

Closing Date: March 31, 2017

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 General Manager, Community Services, this role is responsible for providing leadership to division staff and to uphold and enforce the Building Code Act, the Ontario Building Code and Town Building By-laws. The Manager, Building Services/CBO will plan, prioritize and direct work assignments for division staff and advise staff and Council in regards to preparing building and zoning by-laws. This successful candidate will need to stay current on changes in legislation for building related matters and train all staff involved on Building Code administration and enforcement.

This role will perform the statutory duties of the CBO pursuant to the Building Code Act and the Ontario Building Code. The Manager, Building Services/CBO will issue and control all permits related to construction in the Town of Caledon and evaluate building plans and proposals to ensure compliance with all relevant legislation. This role will liaise with government agencies, Council, internal departments and the public in regards to building related matters; this includes attending court and Building Code Commission hearings to give evidence as required. The Manager, Building Services/CBO will also be responsible for developing and administering the AMANDA automation system enhancements.

The Ideal Candidate

We are seeking a strong leader with a post-secondary degree in Engineering Technology, Architectural Technology or a closely related field and a minimum 8-10 years related experience in design, construction and project management, preferably in a municipal setting and at least 5 years of supervisory experience. The ideal candidate has excellent verbal and written communication skills, leadership skills and a thorough understanding of the Building Code Act, Ontario Building Code, Zoning By-laws and Subdivision/Site Plan Agreements. Computer proficiency in MS Office and AMANDA is required. Membership or eligibility for membership with the OBOA as a CBCO is required.



6311 Old Church Road
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Proof of qualifications and a criminal record check will be required of any successful candidate(s) for this position.

If you are having trouble viewing the job description, please try viewing it in a different browser.

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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