

Town of Caledon

make a difference



Job Title: Building Inspector

Closing Date: July 18, 2025 12:00 PM EST

The 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 Supervisor, Building Inspections / Deputy Chief Building Official, this role is responsible for conducting site investigations and inspections of buildings, structures, and related systems. You will ensure construction and/or demolition is carried out in accordance with the requirements of the Building Code Act (BCA), the Ontario Building Code (OBC), referenced standards, Town By-laws, and other Applicable Law. As the Building Inspector, you will perform the following duties, including but not limited to:

- Conduct inspections of buildings, structures, related building systems, private sewage systems, on-site construction and conditions, as assigned, for Part 9 and/or Part 3 buildings, for compliance with the BCA, OBC, Town By-laws and Town policies and procedures
- Prepare inspection reports and ensure electronic data is fully entered into AMANDA
- Communicate with applicants and design professionals with respect to identified OBC deficiencies.
- Attend/participate in meetings with clients or other internal staff.
- Management of information related to each building permit in the AMANDA database system.
- Ensure permit processing is effectively tracked and documented.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary degree/diploma or certificate in Architectural or Civil Engineering or a closely related field. Our ideal candidate has a minimum of three (3) years related experience in the construction industry or municipal government directly engaged in the building permit process.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

We are seeking an individual who has their minimum qualifications through the Ministry of Municipal Affairs and Housing in the category of general legal/process or CBO legal/process, house and small buildings.

The ideal candidate will have demonstrated knowledge of sound construction practices and design. We are seeking an individual with superior understanding of the Ontario Building Code and Ontario Building Act, a demonstrated ability to work well independently and in a team environment, and excellent verbal and written communication skills, including the ability to communicate with the clients and members of the public tactfully and convincingly.

The successful candidate for Building Inspector position will be required to work a flexible schedule, including in the office, and after hours (as required).

This position offers a salary range of \$85,559.51 - \$106,949.39 plus a competitive benefits package.

Satisfactory passing of a criminal record check and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **July 18, 2025 12:00PM**.*

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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