

Town of Caledon

make a difference



Job Title: Director, Building Services

Closing Date: May 20, 2025 12:00 PM EST

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 Commissioner of Planning & Development/Chief Planner, this role is responsible for providing senior level leadership to the operation of the Building Services Division. You will lead the delivery of high-quality services in compliance with the Building Code Act and other applicable regulations. You will be responsible for the strategic direction, functional oversight, and people leadership of the division, including budget administration and senior-level policy advice.

As the Director, Building Services / Chief Building Official, you will perform the following duties, including but not limited to:

- Provide strategic leadership to ensure effective operation of the Building Services Division
- Direct the permit approval process and building inspections under the Building Code Act
- Lead stakeholder engagement and represent the Town on legislative and policy matters
- Develop divisional policies and manage complex business performance initiatives
- Mentor and develop a high-performing team and foster a culture of collaboration and innovation

The Ideal Candidate

We are seeking a visionary and experienced professional with a post-secondary degree in management and/or a related field in the building plan review and inspection discipline, or an equivalent combination of education and experience. Our ideal candidate has 10 years of progressive experience in plan review and inspection, with 5–7 years of senior leadership experience—preferably as a Chief Building Official.



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The ideal candidate will have demonstrated expertise in building code enforcement, municipal leadership, and strategic planning. We are seeking an individual with superior people leadership skills, a demonstrated ability to manage complex projects and divisional operations, and excellent communication, conflict resolution, and stakeholder engagement skills.

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

This position offers a salary range of \$173,198.60 - \$216,498.36 plus a competitive benefit 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 May 20, 2025 12:00PM EST.

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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