

Job Title: REGULATORY COORDINATOR

Job Opening Number: 107208

Job Requisition Number: 536

Number of Positions: 1

Job Type: Union

Job Code: Regulatory Co-Ordinator

Department: PLANNING, BUILDING&GROWTH MGMT

Division: Building

Salary Range:

1st Step \$102,975.60 per annum

2nd Step: \$108,399.20 per annum

Job Rate: \$114,114.00 per annum

Job Grade: 012

Job Status and Duration: Full Time (FT), Regular (R)

Hours of Work: 35 Hour work week

Location: Flower City Community Campus

Posting Date: 09/15/2026

Closing Date: 09/28/2026

Notice to Internal Applicants: To ensure your application is processed as internal, please submit your application using your City of Brampton work email address.

External and internal applicants are now being considered.

POSITION DUTIES:

Reporting to the Manager, Standards and Training, responsible for initiating research and managing the collection and dissemination of Building Code specific and related regulatory changes that impact the operating policies of the division. Maintain knowledge of current case law and judicial decisions and make recommendations on implications as it relates to operating standards. Provides direction and guidance to administrative staff, co-op students and contract staff.

- Identify emerging issues related to the division through knowledge of changes in the Building Code legislation and provide consultation on existing Building Code administrative issues.
- Responsible for the completion of research, coordination of all required documentation and preparation of requests for prosecution; monitor progress and communicate updates to POA office and division staff.
- Conduct research, prepare reports and assemble documents for all claims/litigation files involving the division including initial responses to claims, preparation of disclosure materials, assembly of materials for affidavits of documents, responses to notices of undertaking.
- Liaise with and provide recommendations to City Departments and government agencies, elected representatives and other interested parties to clarify and resolve issues relating to claims/litigation matters.
- Initiate and undertake research related to the Building Code by compiling and assessing information from various sources and other jurisdictions including reports, legislation, professional literature and the Internet.
- Research the availability and coordinate the delivery of specialized technical seminars and courses for plans examiners and inspectors.
- Develop, coordinate and implement processes for ongoing inspector training and certification programs with the Ministry of Municipal Affairs and Housing.
- Maintain and update, as required, divisional standard practices and operational policies for the enforcement of the Building Code Act, perform research and/or benchmarking and draft standard practices and revisions.
- Initiate and prepare background studies, along with related correspondence or briefing notes and develop recommendations for projects and assignments as required.
- Coordinate builder orientation meetings, prior to registration of the Plan of Subdivision and Building Permit Application to familiarize new developers/builders in Brampton with processes in place to ensure complete and accurate submissions of building permit documents.
- Research and coordinate approvals for the division regarding proposed draft plans of subdivisions for building permit issuance prior to registration of the plan. Coordinate clearances for permit issuance for the division with the subdivision engineer post registration.
- Research, coordinate and prepare recommendation reports to various committees as well as Council for all applications to demolish residential properties in the City of Brampton in accordance with the Demolition Control by-law 203-99.
- Research, coordinate and prepare material including compliance letters, builder bulletins to inform and update Production Builders working in the City of Brampton and Building Code related planning comments for proposed development applications and rezoning applications.
- Researches and provides permit projection data for annual budget revenue projection forecasts through contacts with developers and builders.
- Perform similar and related duties as assigned.

SELECTION CRITERIA:

EDUCATION:

- High school (Grade 12) graduation plus an additional program of three (3) to four (4) years or equivalent in Architectural Science or equivalent.

EXPERIENCE:

- Over four (4) years, up to and including eight (8) years' experience researching, monitoring and providing recommendations on changes to the Ontario Building Code.

LICENCE & CERTIFICATES:

- Successful completion of Ministry of Municipal Affairs & Housing provincial qualification examinations for: General Legal Process.
- Building Code Identification Number filed and registered with the Ministry of Municipal Affairs and Housing.

OTHER SKILLS AND ASSETS:

- Excellent organization skills with attention to detail.
- Strong project management skills demonstrating the ability to conceptualize and develop options and recommendations to support decision-making.
- Knowledge of the Ontario Building Code.
- Demonstrated excellent research and report writing experience along with strong analytical skills working with data compilation, statistical analysis and complex spreadsheets.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service, including negotiation and presentation skills.
- Excellent computer skills and demonstrated proficiency with office software including MS Word, Excel and PowerPoint.
- Ability to work independently and as part of a team.

Additional Information

Interview: Our recruitment process may be completed with video conference technology.

***Various tests and/or exams may be administered as part of the selection criteria.*

For Internal CUPE Bargaining Members only: Applicants who do not meet the educational requirements but have direct related experience may be considered.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment by **09/28/2026** and complete the attached questionnaire.

We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

The City of Brampton uses email to communicate with applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. Time sensitive correspondence is sent via email (i.e. testing bookings, interview dates) and it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the employment opportunity and your application will be removed from the competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).

The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring

process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.