



The Town of Newmarket, Planning & Building Services Department
Requires a **Building Services Technician**
Regular Full-Time (40 hours per week)

Responsible for receiving Building Permit applications and reviewing construction drawings for Ontario Building Code compliance, zoning conformity, approving drawings for small projects, and permit issuance. Responsible for the review and examination of plans and specifications to ensure compliance with Part 9, and Part 3 as appropriate, of the Ontario Building Code. Provides guidance and assists with the completion of building permits and/or applications, ensures site plan development is progressing in an expedient manner.

How do I qualify?

- Bill 124 qualified with preference given to those with a Diploma in Civil Engineering Technology and/or Architectural Technology or related discipline from a recognized post-secondary institution. Demonstrated experience in general construction practices and ability to interpret construction drawings.
- Eligibility for membership in Ontario Building Officials Association and a demonstrated interest in pursuing the Certified Building Code Official designation.
- Knowledge of Municipal Zoning and Property Standards Bylaws, Planning Act, Taron Warranty Corporation, Provincial Offences Act, Health and Safety Act and standards associated with various agencies such as the Underwriters Laboratories of Canada, American Society of Heating, Refrigeration and Air Conditioning Engineers, National Standards of Canada, National Building Code of Canada and other applicable laws as well as a thorough working knowledge of the Ontario Building Code and Act.
- Excellent examination, analytical, problem solving, organizational and communication skills supporting a strong customer service ethic.
- Ability to exercise good judgement and discretion in dealing with confidential information and in responding to enquiries.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, developers, architects, the general public and others in building industry organizations.
- Excellent computer skills utilizing various programs with a preference for Microsoft Office suite of programs (Outlook, Word, Excel and PowerPoint, Internet), permitting and tracking systems or similar software. Proficiency with other standard office equipment inclusive but not limited to photocopier and facsimile machine.
- Class "G" Drivers License in good standing and a reliable vehicle to use on corporate business.

Core Competencies

Communicates Effectively: Communicates effectively to enhance understanding.

Takes Initiative: Takes initiative and accountable for own work.

Salary: \$53,328 - \$66,659/year

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **March 1, 2017** quoting the file number **17-18**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.