



THE CORPORATION OF THE TOWNSHIP OF NORWICH

EMPLOYMENT OPPORTUNITY

Plans Examiner/Counter Services Technician (Full Time – 2 Year Contract)

The Township of Norwich, with a population of 11,000 is a fast-growing and progressive Township within the County of Oxford. The Township is currently seeking a Plans Examiner and Counter Services Technician for our Building and Development Services Department. This is a new full-time position, offered for a 2-year contract.

Reporting to the Manager of Building Services/Chief Building Official (CBO), this position will carry out plans review services for projects to ensure compliance with Building Code Act and other applicable laws/regulation and provide front line technical services for Building and Drainage services.

Required Qualifications and Experience include:

- 3 year post-secondary diploma in Architectural or Engineering Technology or approved equivalent.
- Working knowledge of municipal by-law and related municipal processes, specifically interpretation of Zoning By-laws, applicable statutes, and regulations including the Ontario Building Code, the Planning Act, Municipal Drainage Act and the Nutrient Management Act of Ontario.
- Certification and Registration as a Certified Building Code Official (CBCO) with the Ontario Building Officials Association (OBOA) is an asset
- 3 years of related Building Code inspection/plan examination experience is an asset
- Ability to obtain immediate Qualification and Registration with MMA Building Branch in:
 - Building Legal
 - The House
 - Plumbing – the House
 - HVAC House
 - Small Building
- Strong organizational, supervisory and time management skills
- Excellent communication, both written and verbal and public relations skills
- A valid “G” Driver’s Licence

A detailed job description is available on our website at www.norwich.ca or upon request.

Salary: \$49,800 - \$62,275 (2017 Rate – Under Review)

Applicants must indicate how they meet the minimum qualifications in their resume and submit by **4:00 p.m., Friday, March 31st, 2017** to:

Mary Winegarden, Human Resources Co-ordinator,
285767 Airport Road, Norwich, Ontario. N0J 1P0
Telephone #: (519) 468-2410 Ext. 225 or mwinegarden@norwich.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation required.