



## **Permit Technician/Plans Examiner**

The Town of Bradford West Gwillimbury is looking for an energetic, highly motivated and organized professional to make a significant contribution to the Development and Engineering Services Department, Building Division.

Reporting to the Chief Building Official, this position provides front-line customer service, receiving permit applications and conducting architectural, structural, mechanical and zoning preliminary plans examination and ensuring compliance with the Ontario Building Code, Building Code Act and other applicable legislation. In this position, you will be responsible for calculating construction values, computing and collecting permit fees; monitoring and updating building permit application status and apprising clients in a timely manner. Providing assistance to the Plans Examiners and Building Inspectors you will schedule and may attend meetings with clients, design professionals, developers, contractors, owners and other approval agencies. As needed you may be assigned to the Plans Examiner or Building Inspector position.

A post-secondary diploma in architectural or engineering technology and three years' work experience or equivalent combination of education and work experience, preferably in a municipal environment. Eligibility to be appointed as an Inspector under the Ontario Building Code Act and have the following required qualifications, General Legal/Process, House, Small Buildings, Plumbing-House, HVAC-House, Building Structural, and any additional Building Code Qualifications will be asset. The successful candidate must possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public, be productive in a team environment, possess strong conflict resolution skills, and have demonstrated proficiency with information technology. In addition, you must have a valid class 'G' driver's license in good standing.

The position offers a salary range of \$56,012 to 70,015 (2017 rates) plus a competitive benefit package.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting File Number **2017-PTPE04 by May 3, 2017** to:

Town of Bradford West Gwillimbury, Human Resources Department,  
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8  
Fax: 905 775-8633 or email [hr@townofbwg.com](mailto:hr@townofbwg.com)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.***