



JOB OPPORTUNITY

Building Permit Application Expeditor

Resumes must be submitted to Sarah Stevens, Human Resources and Payroll Specialist, for the above-noted position. Resumes will be accepted until **Thursday, May 4, 2017**.

Primary Function

Under the direction of the Chief Building Official or designate, receives, reviews all permit applications and serve as the front line person for Building Division

Duties and Responsibilities

- Assists the public in the completion of permit application forms, including the counter checklist.
- Receives all permit applications and ensures appropriate processing, confirms with the applicant when all requirements are met to proceed with the review of the applications.
- Reviews site plans related to new House construction to ensure compliance with the provisions of the City's Zoning by-law and applicable law as defined in the Ontario Building Code.
- Assists Plans Examiners in the review of plans and processes applications for accessory buildings (i.e. shed & garages), decks, pools, and minor single or two family renovations to ensure compliance with the Ontario Building Code and relevant Municipal By-laws for the purpose of permit issuance.
- Verifies completion and compliance with other applicable law and the issuance of all permits.
- Collects approvals from other authorities.
- Manages building permit applications to meet Ontario Building Code mandated timeframes to determine completeness of application submissions and issuance of building permits or refusal letters.
- Responds to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting new construction.
- Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.
- Calculate fees associated with permit applications for both Municipal and Regional development charges as well as calculation of the building permit fees.
- Assists with Inputting all permit applications into the Building Permit tracking software system and ensure that all applications are recorded and assigned a Permit Number and forwarded to the Plans Examination Staff, as required.

Education/Experience

- Minimum completion of a two (2) year college program in an Architectural or Civil Engineering Technology Program or a combination of equivalent related education and relevant work experience.
- A minimum of 2 years related work experience preferably in a municipal office environment.
- Have or be willing to obtain the 'Legal' and 'Part 9 - house' detailed technical training courses,
- Knowledge of the legislative, legal, political and administrative aspects of the Building Permit process,
- Knowledge of Land Use Planning and Zoning Enforcement 2016
- Ability to interpret construction plans
- Experience operating a Windows based network computer, utilizing the Microsoft Office Suite of programs and other comparable computer software programs.

Conditions of Employment

Required to work under the general supervision of the Chief Building Official in an office environment involving mental and visual concentration with frequent interruptions. Some overtime may be required. Good verbal and written communication skills required. Must be able to deal effectively with the general public.

Job Location	City Hall
Job Rate	Under Review
Hours of Work	35 hours per week
Posting Date	Thursday, April 20, 2017

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.