



VACANCY POSTING

POSTING #: CUPE-2017-21 Posting Period: April 27, 2017 – May 9, 2017	EMPLOYEE GROUP: CUPE Local 4700 (Haldimand) POSITION STATUS: Permanent Full-Time Hours worked per week: 35
Position: Building Technician Grade: 7 Wage Rate: \$24.206 – \$28.021 / hour (January 2017 range)	Department / Division: Building Controls & By-Law Enforcement Location: Incumbent will be required to travel and work from various County Offices

PURPOSE OF POSITION:

Reporting to the Supervisor, Building Controls & By-Law Enforcement, the incumbent will:

- provide general support to Division Management, Senior Building Inspector, Building Inspectors, Senior By-law Enforcement Officer, By-law Enforcement Officers and other members of the Division as it relates to reporting, input and research.
- provide general information and customer support by-law / building application process to the public.
- provide Zoning reviews and interpret the zoning by-law as required
- provide technical leadership and support to the Division as it relates to the computer software tracking (currently CityView) reporting, building permit process, building inspection process and tracking of building and by-law matters.
- assist with the creation of Reports for submission to Council (in Committee)
- may be required to assist with applications for various other licences / permits

EDUCATION & EXPERIENCE

- High School Grade 12 graduation plus an additional related program of over two and up to three years, or equivalent (for example, Construction or Architectural Technology)
- successful completion of the MMAH Legal Course and Provincial Exam
- successful completion of the OBOA Community Planning & Zoning Administration Course

PLUS

- over two years, up to and including three years current related experience in a building environment and orientation, training and adjustment on the job itself or equivalent to the above.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Working knowledge and understanding of the building permit application, review and issuance processes.

Human Resources Division, Cayuga Administration Building,
 45 Munsee Street North - P.O. Box 400 - Cayuga, Ontario N0A 1E0
 OR E-Mail: careers@haldimandcounty.on.ca

- Basic knowledge of the *Building Code Act* function of the *Ontario Building Code*, Municipal by-laws and other applicable laws required
- Understanding of the Municipal Zoning By-law and related planning application process (Minor Variance and Re-Zoning applications) an asset
- Strong communication skills
- Strong technical and narrative writing skills
- Proven interpersonal skills to interact with the public, applicants, staff and others in a tactful and professional manner.
- Familiarity of the Council Report writing and submission process
- Excellent numerical and administrative skills
- A valid Ontario Driver's License and access to a vehicle as travel is required

Computer Expertise:

The incumbent must possess a combination of intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently.
- knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae)
- Familiarity with a Municipal Software system such as Cityview is a definite asset

Machines Operated:

- computer, general office equipment, calculator, small hand tools (such as tape measure, staple gun), vehicle.

Accountabilities / Tasks

Include, but are not limited to, the following:

- receive and respond to building permit related inquiries at the counter and over the telephone from public and staff or refer the inquiry to the appropriate source of information.
- process building permits, collect related fees and assist with building inspection input.
- interpret the Zoning By-law as required for Professionals (Lawyers, Engineers, Architects etc.), Politicians, management, staff and the public.
- utilize extensive diplomacy with external contacts for discussion and resolution of problems by obtaining and explaining detailed information that is usually not understood by the listener.
- withstand professional, public and political scrutiny (and pressure) where resulting errors may have serious implications on the County's Public image.
- review site plans of various building proposals for conformity with the provisions of various Zoning By-laws as they relate to permitted uses and applicable development standards of these by-laws.
- draft and create Zoning, Building and Municipal Work Orders.
- complete and issue zoning, building construction and Municipal Work Order information letters.
- check building permit and certificate applications for content and accuracy.
- input data in the municipal tracking software relative to permits and inspections, etc. ensuring accuracy and extract various statistical reports from the system as required.
- provide technical leadership and support to the Division staff with specific divisional software, including but not limited to permitting, enforcement, mapping, reporting and tracking requests.
- draft and prepare Divisional Reports for submission through the Division Manager to Council
- proof read reports, letters of response and other documentation.
- through the use of computer municipal tracking software, monitor permits and applications and bring any which are delinquent to the attention of the Building Inspector and or management.
- assist the By-Law Enforcement Officers and the Building Inspectors with administrative functions including, but

not limited to file / record management tasks.

- maintain the Building Division Library in good order.
- on a monthly basis, research and compile statistical, technical and other information reports for the Supervisor and/or the Manager.
- respond to public inquiries regarding zoning, building permit, plumbing permit, sign permit and pool enclosure permit and on-sight sewage disposal permit requirements as required.
- draft correspondence for Division Management and other Division staff when and as required.
- other duties / projects as assigned by the Division Supervisor and/or Manager.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

Those who are interested in applying for this position must submit a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting. Only those who are selected for an interview will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.