



City of Oshawa, located just a short, 30-minute drive from Toronto, is a progressive city of 157,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Permit Intake Examiner

Salary Range: \$60,104 to \$66,774 per annum

Reporting to the Manager, Permit Services, receive and review building permit applications for the erection, alteration, renovation, extension, installation, demolition and repair of all building sizes and types of complexity in relation to nine examination programs (ie. Permit Administration, Architectural, Structural, Mechanical, Environmental Separation, Accessibility, Resource Conservation, Zoning/Sign, and Other Applicable Law).

Duties include permit application intake and acceptance at the front counter, calculating permit fees and development charges, permit issuance, maintaining permit records, and preparation and issuance of related correspondence; plans examination including reviewing permit documentation to determine issuance or denial of building permits with respect to compliance with relevant laws, codes and zoning/sign by-laws; training and education of permit issuance process to the public, applicants and professionals including developing materials, handouts and training aides; and other duties as assigned.

Applicants will have a two year Post Secondary Diploma in Civil or Architectural Technology from a community college, along with two (2) years relevant experience. You have successfully completed Ontario Building Code Parts 9, 11 and Legal courses, possess BCIN qualification for "The House" and "General Legal and Processes" and are willing to obtain qualifications for "HVAC House", "Plumbing House", "Small Buildings". Certification as a Certified Building Code Official (CBCO) and/or Canadian Registered Building Official (CRBO) is considered an asset. Candidates have established PC skills (e.g. MS Office Suite), excellent interpersonal and customer service skills with the ability to communicate courteously, effectively and with tact, both orally and in writing. You have good organizational skills, possess a sense of thoroughness, demonstrated ability to work on own initiative with the ability to work in a stressful environment and sound mathematical skills. Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum Class "G" is required.

Interested candidates are invited to provide a resume with covering letter electronically **no later than Thursday, July 27, 2017**, at www.oshawa.ca under City Hall, Employment link. Please note hard copies of resumes will not be accepted.

We thank all applicants, but only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The City of Oshawa will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.