

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Plans Examiner/Building Inspector** **Economic Development, Planning and Innovation Department** (Full-time, 35 hours per week)

The Plans Examiner/Building Inspector will be the primary point of contact for customers seeking information relating to building permits and other building activities. Duties will include:

- Verifies drawings and specifications for completeness and compliance. Upon review with Chief Building Official, sends review comment letters or issues permits with calculated monetary requirements.
- Assists building division staff with information about technical activities. Answer questions and co-ordinates with team colleagues to provide responses.
- Conducts inspections as BCIN qualified. Posts orders where required under the 2012 OBC, as amended.
- Creates permit files. Reviews applications for completeness. Contacts applicants if application is incomplete and requests additional information.
- Files inspection reports. Enters results of inspection in building software program and creates deposit refunds. Monitors open files annually providing applicant with permit status letter and creating a list of open permits for follow up. Informing the Chief Building Official of any serious violations.
- Other such duties as assigned.

#### Qualifications:

- Three (3) year College Diploma in Civil Engineering Technology, Architectural Technology and/or related discipline
- Registered Building Official with the Ministry of Municipal Affairs (MMA)
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs (MMA)
- Qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs(MMA):
  - Building Services
  - Building Structural
  - Complex Buildings
  - General/Legal Process

- Large Buildings
- On-site Sewage Systems
- Plumbing – All Buildings
- Small Buildings
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA)
- Valid class “G” Ontario Driver’s License in good standing and access to a vehicle.
- Minimum 3 years of experience in a municipal setting.
- Experience in e-permits is considered an asset.
- Excellent interpersonal, project/time management, organizational, analytical, research, communication, problem-solving, and report-writing skills.
- Strong computer skills including use of Microsoft Office programs (Word, Excel, and Outlook) and related building database programs such as Land Manager.
- Ability to read and understand and interpret drawings and specifications
- Ability to interact effectively, strategically, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers.

**Salary Range:** \$69,888.00 to \$79,388.40, Grade 8 on the Town’s 2017 pay grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Alexander, Human Resources Assistant no later than 4 p.m. on Friday, October 27, 2017. Applications may be submitted online, emailed to [hr@orangeville.ca](mailto:hr@orangeville.ca), or submitted in person to the Town Hall. If submitting a resume via email, please quote the job title in the subject line.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the attention of the Human Resources Manager at 87 Broadway, Orangeville, Ontario L9W 1K1.