



**The Building Division at the County of Dufferin is currently recruiting for a
Plans Examiner
(Permanent Full Time)**

The County of Dufferin sits on the fringe of the Greater Toronto Area, about 100 kilometres northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, its rolling hills and its excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 56,000 residents the area boasts fabulous restaurants, shopping and amenities.

Reporting to the Chief Building Official, the Plans Examiner enforces the Ontario Building Code for the area municipalities.

Primary responsibilities include, but are not limited to:

- Examines all applications and plans for compliance with Municipal Zoning by-laws, The Ontario Building Code, The Ontario Plumbing Regulations and Swimming Pool by-laws.
- Ensures construction is built according to plans and specifications. Issues orders to comply and ensures construction is completed in a safe manner.
- Evaluates all permit applications, completes field inspections and is responsible for maintaining the appropriate records of inspection as required.
- Provides information and assistance to the public in processing any applications for a permit and responds to inquiries received.
- Assists in the development of policy and practice.
- Performs other related duties as assigned.

To meet the requirements of this position, the successful candidate will have the following:

- A (3) three year program in architectural or engineering technology at an accredited College of Applied Arts and Technology (Ontario) or an acceptable equivalent.
- A minimum of five years' municipal experience in building code enforcement or equivalent experience that includes experience in commercial and residential construction.
- Meet the MMAH qualifications in all categories of certification
- CBCO and HRAI certification are an asset
- Knowledge of the Ontario Building Code and related construction standards.
- Demonstrated ability to build effective working relationships with both internal and external stakeholders.
- Strong written and oral communication skills in order to share complex technical information.

The County of Dufferin provides its employees with a comprehensive health benefit package as well as enrollment in the OMERS pension plan. The annual salary range for this position is \$72,127 – \$84,393. Qualified candidates are invited to submit a resume and covering letter, to be received no later than **4:30 p.m. on October 4, 2018 to:**

E-mail: hr@dufferincounty.ca

All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. The County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.