



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

PLANS EXAMINER, CUSTOMER SERVICE

POSTING NUMBER: 103203

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Plans & Permits, this position Provides preliminary plans assessment to determine completeness and adequacy of permit applications; performs detailed plans review submitted for permit application for construction of small buildings, housing and miscellaneous projects; provides technical assistance to customers and the general public over the counter and responds to telephone enquiries.

- Provides preliminary plans assessment to determine completeness and adequacy of permit applications.
- Performs detailed plans review submitted for permit application for construction of small buildings, housing and miscellaneous projects.
- Provides technical assistance to customers and the general public over the counter and responds to telephone enquiries.
- Liaises with building inspectors for resolution of design and construction issues and permit application status.
- Performs calculations for the determination of fees, construction value and development charges.
- Liaise with design professionals, contractors, owners, fire prevention officers and other agencies in the completion of plans review.
- Updates and maintains the Building Department Library.
- Maintains current knowledge of the Ontario Building Code and all related standards referenced therein.
- Updates the computer tracking system for application status review and permit issuance.
- Performs other similar and related duties as assigned.

SELECTION CRITERIA:

- High School (Grade 12) graduation plus an additional program of over one year and up to two years in Architectural or Engineering Technician or equivalent.
- Over one (1) year, up to and including two (2) years in a regulatory environment or direct experience in construction or design.
- Within six (6) months from date of hire, successful completion of the following Ministry of Municipal Affairs & Housing Provincial qualification examinations:
 - Legal Processes
 - House
- Within 12 months from date of hire, successful completion of the following Ministry of Municipal Affairs & Housing Provincial qualification examinations:
 - Small Buildings
 - Building Structural
 - Building Services
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.

Exciting things are happening at the City of Brampton. Watch our [Join Our Team](#) video to hear what our employees say about working here. For insight about Brampton's future, take a peek at what [renowned urban planner Larry Beasley](#) has to say.

***Various tests and/or exams may be administered as part of the selection criteria.*

*** Starting Salary: \$63,299.60 per annum*

Job status: Permanent

Job Type: Union

Applications must be received by: November 19, 2018

Alternate formats will be provided upon request.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #103203 by November 19, 2018** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.