



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3525-004

CALL NO. 18-1530 (CUPE 1329)

This job profile reflects the general details considered necessary to perform the principal functions and shall not be construed as an interpretation of all work requirements inherent in the job.

Applicants are required to demonstrate in their applications and in the interview process that their qualifications for the positions match those specified. Applicants may be required to undergo a skills assessment and will be required to meet an interview threshold of 75%.

Job Designation: Building Services Representative

Department: Building Services

Salary Range: \$62,115 - \$75,748

Pay Grade: 9

Job Responsibilities:

- Reporting to the Manager of Plan and Code Review, this position receives all building permit applications at the front counter and conducts architectural, mechanical and zoning plans examination for non-complex projects, including approving and issuing of designated permits.
- Conducts introductory meetings between the Department and clientele to prepare for accurate and complete permit application submissions; provides guidance, instruction and clarification in person, in writing and by telephone to internal and external clients.
- Assists the public in the completion of permit application forms, including the counter checklist.
- Receives all permit applications and ensures appropriate processing
- Calculates construction values and computes permit fees, collect fees for violations, building permits, revision permits and freedom of information requests.
- Performs an application check of all submitted permit applications, performs comprehensive plans review of permit applications for all residential construction permit applications and repeat detached dwelling plans.
- Verifies completion and compliance with other applicable law and the issuance of all permits; collects approvals from other authorities; notifies management of any extensions and/or cancellations of building permits in writing and copies.
- Manages building permit applications to meet Ontario Building Code mandated timeframes to determine completeness of application submissions and issuance of building permits or refusal letters.
- Performs other duties as assigned.

Qualifications/Skills:

- Completion of a post-secondary diploma/degree in Architectural or Mechanical Engineering
- Minimum of one year relevant experience in a municipal Building department. An equivalent combination of education and experience may be considered.
- Knowledge of relevant legislation and procedures including the Ontario Building Code.
- Mandatory Provincial qualifications in General Legal and House would be preferred.
- Strong organizational, interpersonal, computer, verbal and written communication skills are required, as well as the ability to deal effectively with the public.
- Please note that successful candidates who are new hires and/or who have not performed in the position previously will be required to provide a satisfactory criminal record check dated within the last 30 days as a condition of employment.

Applications for this position must be received no later than midnight on **November 21, 2018.**

DATED: November 14, 2018

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer