

# Permit Application Specialist

Hamilton, ON

**The City of Hamilton is looking for Architectural and Civil Engineering Technologists with building and/or construction experience, a positive attitude and a passion for helping people, to fill both current and upcoming full-time vacancies within our Building Division.**

As a Permit Application Specialist, you will accept and process building permit applications to determine compliance with the Ontario Building Code and other relevant legislation, for issuance of building permits for Part 9 residential buildings such as garages, decks, minor alterations, accessory structures and additions to one- and two-family dwellings. Your customer service focus will be evident as you maintain and build client relationships by providing optimum customer service, as you receive and answer inquiries from customers at the counter, via email or over the phone. Along with the ability to work effectively as part of a team, you have the flexibility needed to adapt to a constantly changing environment.

**Your qualifications as a Permit Application Specialist include:**

- Community college diploma or university degree in an Architectural or Civil Engineering Technology Program.
- Eligibility to be appointed as an inspector under the Ontario Building Code Act with a current BCIN (Building Code Identification Number) and ability to successfully meet the following required qualifications not more than 6 months after gaining employment:
  - General Legal/Process
  - House
  - HVAC – House.
- Client/customer-oriented experience and service in a building and/or construction environment.
- Ability to interpret construction plans.
- Previous Municipal Building experience, an asset.
- A numerical aptitude.
- Experience in a computerized environment, with working knowledge of Word and Excel.

These CUPE Local 5167 Inside permanent and temporary full-time positions offer a wage range of \$33.415 to \$37.972 per hour (based on a 35-hour work week schedule).

**Hamilton. A city of progress.**

At the **City of Hamilton**, our vision is “to be the best place to raise a child and age successfully.” With our rich history, culturally strong and diverse communities, blend of urban and rural attractions, and ideal location in the heart of the Golden Horseshoe, Hamilton is a vibrant community of neighbours. We are also a leading employer, with many opportunities to grow and excel. We invite you to share in our vision as part of the Building Division in the Planning & Economic Development Department.

**For full details and to apply**

If you are interested in working alongside a dedicated team that’s contributing to the well-being of Hamilton’s residents, please visit [www.hamilton.ca/careers](http://www.hamilton.ca/careers) for details on these Permit Application Specialist positions, **JOB ID #14853**, and to apply online, by **Wednesday, January 23, 2019**.

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

*The City of Hamilton values the diversity of our workforce and the knowledge of our people. We thank all who have applied; however, only those under consideration will be contacted.*