

**THE CORPORATION OF THE  
COUNTY OF BRANT**

**POSITION:** Plans Examiner  
**DEPARTMENT:** Development Services  
**REPORTS TO:** Chief Building Official  
**LOCATION:** Initial Placement - Paris Customer Service Office

***Minimum Qualifications:***

- Post-secondary school education in Architectural Technology or Civil Engineering Technology or equivalent combination of education and acceptable relevant experience
- Certified Building Code Official (CBCO) designation or working towards the designation
- Currently hold a BCIN Certification in Legal, House, On Site Septic, Small Buildings, HVAC House
- Minimum 3 years' experience in the construction industry preferably as a municipal building official
- Good working knowledge of the Ontario Building Code and the National Farm Building Code of Canada
- Thorough understanding of technology and methodology of construction industry, including working knowledge of building related legislation, regulations, and by-laws
- Ability to read and interpret plans, specifications and other related material
- Ability to deal effectively with owners, contractors, tradesmen, engineers, architects and others and to enforce all regulations, bylaws and ordinances tactfully and firmly with sound judgement
- Proven analytical, organizational and problem solving skills that are resolution oriented
- Demonstrated above average customer service and communication skills
- Ability to organize work and resources in a fast paced team environment
- Good working knowledge of Microsoft Office applications such as Outlook, Word, Excel, Access. Familiarity with City View or equivalent permit tracking system would be considered an asset
- Demonstrated safe work practices
- Physical fitness for office work and to attend construction sites as required.
- Valid driver's licence and acceptable abstract

***Duties:***

- Review permit applications, drawings and specifications for buildings less than 600m<sup>2</sup> for Part 9 Residential, accessory buildings, Commercial, Industrial, Institutional, Farm, and Septic system for building permit applications for compliance with Ontario Building Code and other applicable by-laws
- Able to review and calculate permit fees and development charges
- Provide excellent customer service to the public
- Maintain accurate records and notes and attend court as necessary for OBC Enforcement
- Able to maintain notes/ documents and comments in City view Permit Tracking System
- Provide technical assistance to Building Division staff, other Department staff, and to the general public
- Communicate with Department and Division staff to determine required approvals necessary to obtain a building permit
- Attend meetings to provide input on specific projects
- Attend OBOA Chapter meetings
- Other duties as assigned

**Current Annual Salary** – \$66,157 to \$77,386 (Job Grade 6) 35 hours per week

Please visit [www.brant.ca/jobs](http://www.brant.ca/jobs) to apply for this job opportunity.

The application deadline is **11:59 p.m. Thursday, May 23, 2019.**

**Date of Posting: Tuesday May 14, 2019.**

The County of Brant is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the County if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act.