

Permit Technologist

Department of City Building

Job Number CB-143-19

Employment Status 1 - Full-time permanent position
1 - Contract position (1-year contract)

Position Overview Reporting to the Supervisor of Building Permits, you will perform key functions related to building permit applications and issuance of building permits including calculating/collecting of fees and plans review of residential projects. Another key area of responsibility is customer-related services and to respond to public enquires.

Responsibilities The position will assist plan examiners with the issuing of building permits/deficiency letters and interacting with building inspection staff. With exemplary customer service, communication and organizational skills the position will assist and advise applicants on code interpretations and the building permit process as well as help to co-ordinate the administrative services to internal and external customers, and other front line counter enquiries. This position will be required to meet tight deadlines in a fast-paced environment.

Requirements The successful applicant will be a graduate of an Engineering or Architectural Technology program or suitable equivalent, with a minimum of 1 year directly related work experience. Municipal experience is an asset. The applicant will hold the provincial qualifications as set out in the OBC (Div. C, 3.1.4.) for Legal/Process and House (other categories of qualifications are desirable). Certification or eligible for certification with OACETT, AATO or OBOA is an asset. Ideally the applicant will have hands-on experience processing building permit applications and writing reports. Proficiency with MS office is required and a comprehensive understanding of AMANDA is an asset.

Salary Range \$64,082 – 80,035 (Grade 9)

Posting Close Date June 14, 2019

How to Apply To apply, please visit www.burlington.ca/careers and click on “View Jobs”. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

We thank all applicants and advise that only those to be interviewed will be contacted.

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