



Permit Application Examiner

The Town of Ajax, situated on the northern shore of Lake Ontario, is an innovative municipal sector leader that provides a variety of services to one of the fastest growing communities in Ontario. With over 120,000 residents, Ajax's rich heritage and culturally diverse community make it a great place to work and live.

The Role

Reporting to the Senior Plans Examiner, the Permit Application Examiner, provides front line customer service including preliminary plans assessment to determine completeness and adequacy of permit applications; provides technical assistance to customers and the general public over the counter, receives and responds to telephone and e-mail inquiries; ensures permit applications, construction drawings and related documentation are examined for compliance with applicable codes, acts and by-laws, prior to the issuance of building permits.

Qualifications:

- College diploma in an Architectural or Building Science program or a related field
- Minimum 1 year of experience in the enforcement of codes, standards and municipal approvals; construction plan review or preparation; construction, and customer service
- Qualification and registration as mandated by the Provincial Ministry of Municipal Affairs & Housing and possess, as a minimum, qualifications in General Legal, House, Plumbing – House, and HVAC – House within four (4) months from date of hire, and HVAC – House, and Plumbing – House within eight (8) months from date of hire.
- Excellent ability to read and interpret plans and specifications
- Strong Code knowledge and experience to deal with life and fire safety matters
- Strong skills in Microsoft Office Word, Excel, PowerPoint, Outlook and AMANDA.
- Strong organization, time management, interpersonal and customer service skills
- Ability to provide a current criminal reference check

Rate of pay: \$35.24 - \$37.56 per hour

This is a unionized position that works a 35 hour work week. In addition, this position is on standby from November to April to provide support for winter control activities. Members of CUPE Local 54 bargaining unit will be considered first in accordance with the collective agreement.

Applications are accepted at www.ajax.ca/careers until 11:59 p.m. on June 16, 2019. This position is being advertised concurrently to internal and external candidates.

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.