



The Town of Collingwood Seeks: Plans Examiner (Full-Time)

Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths: a vibrant downtown, a setting within the natural environment, and an extensive waterfront. This offers a healthy, affordable, and four-season lifestyle to all residents, businesses and visitors. Collingwood is located in the heart of Ontario's finest four-season destination area and offers a combination of old time charm and history with the best recreation in Southern Ontario. Live, Work and Play!

Reporting to the Manager, Building Services/Chief Building Official, the newly created position of Plans Examiner plays an integral customer service role in ensuring that the construction, renovation, change of use and demolition activities of buildings within the Town are properly examined prior to construction to provide and maintain a level of quality that complies with the Ontario Building Code, applicable municipal by-laws and applicable law in order to protect the health and safety of the public by ensuring efficient construction within the Town. The position carries out plan review services for residential projects to ensure compliance with the Building Code Act, Ontario Building Code, Sign By-Law, Pool Fence By-Law, and other applicable law consistent with established policies, practices and procedures as directed by the Chief Building Official. The main duties and responsibilities of the position are in the areas of plans examination, customer service and communication, permit review for by-law compliance, and civic addressing.

Normal hours of work are 35 hours per week, usually Monday through Friday; flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts to work evenings or weekends to accommodate high volume periods during construction season, or for after-hours customer service initiatives. The salary range for this position is \$62,972.00 to \$76,512.80 per year.

Please refer to the Town of Collingwood website for further position details located at: www.collingwood.ca/humanresources. Interested qualified applicants are invited to forward their cover letter and resume quoting **Job #2019-45** no later than **August 26, 2019 by 4:00 p.m.** to:

Melissa McCuaig
Manager, Human Resources
Town of Collingwood, P.O. Box 157
Collingwood, Ontario L9Y 3Z5
Fax: 705-445-5715
Email: jobs@collingwood.ca