



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3525-004

CALL NO. 19-1788 (CUPE 1329)

This job profile reflects the general details considered necessary to perform the principal functions and shall not be construed as an interpretation of all work requirements inherent in the job.

Applicants are required to demonstrate in their applications and in the interview process that their qualifications for the positions match those specified. Applicants may be required to undergo a skills assessment and will be required to meet an interview threshold of 75%.

Job Designation: Building Services Representative

Department: Building Services

Salary Range: \$62,115 - \$75,748

Pay Grade: 9

Job Responsibilities:

Reporting to the Manager of Plan and Code Review, the Building Services Representative will:

- Receive all building permit applications and freedom of information requests and monitors progress of building permit applications through the plans examination process,
- Issue building permits and processes freedom of information requests,
- Conduct introductory meetings with clients to ensure accurate and complete permit application submissions,
- Provide guidance, instruction and clarification in person, in writing and by telephone to internal and external clients,
- Assist the public in the completion of permit application forms;
- Calculate construction values, computes and collects fees,
- Verify completion and compliance with other applicable laws,
- Notify management of any extensions and/or cancellations of building permits;
- Have regard for the needs and requirements of the department and clients with respect to construction time frames, building code knowledge and resources in order to process permit applications to satisfy client needs and provincially mandated issuance time periods,
- Performs other duties as assigned.

Job Responsibilities:

- Successful completion of a three year post-secondary diploma/degree in Architectural engineering, Mechanical Engineering or related field with a minimum of 1 year relevant experience. An equivalent combination of education and experience may be considered.
- Proficient knowledge of the Ontario Building Code and other applicable laws.
- Provincial qualifications in General or CBO Legal and House would be preferred.
- Strong organizational, interpersonal, computer, verbal and written communication skills are required, as well as the ability to deal effectively with the public.

Applications will be accepted on-line at www.oakville.ca in the current opportunities section no later than midnight **September 23, 2019.**

DATED: September 9, 2019.

We thank all applicants and advise that only those selected for an interview will be contacted.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3