



Town of Whitby Employment Opportunity

Plans Examiner III

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Position Summary

Reporting to the Chief Building Inspector (CBO), the Senior Plans Examiner is responsible for:

- the review and examination of building plans and ensuring compliance with the Ontario Building Code and all applicable law and Town by-laws;
- reviewing building permit applications and the issuance of building permits;
- the coordination of approvals from other departments and outside agencies;
- maintaining all pertinent files and records;
- providing assistance and guidance on technical matters and building code interpretations to applicants and the general public; and,
- consults with other Building Division staff to discuss OBC interpretations and issues arising on submitted drawings and on construction sites, and assists in the building inspection process to coordinate issues and questions.
- other duties as may be assigned.

Required Qualifications

As the successful applicant, you must possess:

- a post-secondary Diploma or Degree in Architecture/Engineering Technology or a related discipline;
- a minimum of five (5) years of directly related experience; preferably in a municipal environment;
- be qualified as per The Ontario Building Code in the categories of:
 - General/Legal processes
 - House
 - Small Buildings
 - Large Buildings
 - Plumbing-All Buildings
 - Building Services
 - Building Structural
 - Complex Building
- an intermediate level of knowledge in Microsoft Office applications and a working knowledge of AMANDA applications;
- strong reasoning, numerical, and technical skills to evaluate plans and Ontario Building Code requirements;
- well-developed interpersonal and public relations skills to maintain good relationships with staff and the general public;
- the ability to communicate orally and in written form in a clear and concise manner;
- strong research and analytical skills to keep abreast of changes in the field;
- demonstrated conflict resolution skills;
- ability to work independently, with minimal supervision, in a team environment; and,
- a valid Class "G" Driver's Licence, maintained in good standing, with access to a personal vehicle.

Posting Date: Monday, September 30, 2019

Salary: \$63,190 - \$79,079 per annum (Band A)

Union Affiliation: CUPE Full-Time

Hours: Monday to Friday – 8:30 a.m. to 4:30 p.m.

Intended Work Location: Garden Street Branch

Application Deadline: Tuesday, October 15, 2019

Application Instructions:

To be considered for this challenging opportunity, please apply through the Town of Whitby website; [Current Opportunities](#).

Please quote Reference Number: 19-F011-500

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.