



Plans Examiner II (Mechanical) Planning and Development

Position Summary

Reporting to the Manager, Plans & Permits, the Plans Examiner II (Mechanical) is responsible for the examination and analysis of building services in regards to mechanical (HVAC), plumbing, life safety and on-site servicing. This position reviews all drawings, specifications, calculations and reports for compliance of building systems works, fixtures and services appurtenant to buildings regulated by Part 3, Part 6, SB-10 and Part 9, Division B of the Ontario Building Code (OBC).

Major Job Responsibilities

- Primarily reviews plumbing, heating, ventilation and air conditioning plans and calculations for conformance with Part 6 & 7 of the Ontario Building Code, NFPA, ASHRAE requirements and other applicable regulations
- Reviews site servicing drawings for all sanitary, storm and water services on property and serving buildings
- Reviews drawings, specifications, and technical reports for compliance with the Ontario Building Code, energy efficiency requirements (SB-10), Municipal By-laws and all other applicable laws and standards, as amended
- Communicates deficiencies and other requirements to applicants within the mandated timeline of provincial legislation
- Performs technical research and utilizes sound judgment to provide interpretations of the requirements set out in the OBC Act and Regulations under the direction of the Chief Building Official; researches non-descriptive and alternative design proposals submitted with building permit applications
- Provides front line customer service by responding to general OBC inquiries at the counter, electronically and by telephone
- Provides advice and code interpretations to a variety of internal and external contacts including designers and contractors
- Assists in the processing of building permit applications through preparation of reports and maintain accurate records with the AMANDA information tracking database
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act
- Performs other duties as assigned in accordance with department objectives

Education and Experience

- Post-secondary Diploma or Degree in Mechanical Engineering Technology
- Minimum three (3) years related experience in the design and installation of mechanical building systems and plumbing systems in a municipal or construction environment. Fire protection systems is considered an asset
- Required Ministry of Municipal Affairs and Housing qualifications in the following categories:
 - General legal/process
 - Fire Protection (Preferred)
 - Plumbing - All Buildings
 - Building Services
- Eligible or working towards membership as a Certified Building Code Official
- Registered or eligible for membership in a related professional association
- Thorough working knowledge of pertinent code regulations including requirements of the Ontario Building Code SB-10 and related standards including Heating, Refrigerating and Air Conditioning Institute of Canada, American Society of Heating and Refrigerating and Air Conditioning Engineers
- Basic knowledge of structural, electrical, and civil engineering principles are additional requirements
- Ability to interpret site service, plumbing and mechanical disciplines' design drawings and specifications for all building types and associated building services/components
- Excellent communications, interpersonal and customer service skills
- Experience with digital plans review, Bluebeam Revu preferred
- Proficient in Windows based software including Microsoft Office applications (Outlook, Word, Excel, PowerPoint); experience with permit tracking software (AMANDA) is an asset
- Excellent analytical, report writing, verbal communication and interpersonal skills, time management skills along with the ability to interact and communicate effectively and courteously with the public, and staff of all levels
- Completion of additional Ministry of Municipal Affairs courses considered an asset
- Cross Connection Control Specialist through Ontario Water Works
- Ability to multi-task and meet multiple deadlines
- Ability to represent Town on relevant committees as required
- Satisfactory Criminal Record Check
- A valid Ontario Driver's License Class "G" with a satisfactory driving record; use of own vehicle required

Salary Range: \$73,476 - \$91,845 (35 hour work week)

Interested applicants should apply online at www.milton.ca under the Careers section by **11:59 pm on November 24, 2019**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.