

Permit Application Specialist

Permanent and temporary full-time opportunities – Hamilton, ON

If you're a detail-oriented Architectural or Civil Engineering Technologist with client experience in a building or construction environment, the City of Hamilton has both permanent and temporary vacancies within our Building Division.

Reporting to the Supervisor, Permit Administration, you'll accept and process building permit applications to determine compliance with the Ontario Building Code, Zoning By-laws and other relevant legislation for issuance of building permits for swimming pool enclosures and Part 9 residential buildings such as garages, decks, minor alterations, accessory structures and additions to one- and two-family dwellings.

As a strong communicator and listener with a passion for helping people, you know how to create optimum customer/client relationships. With effective multi-tasking, research and administrative skills, you'll identify and proactively resolve issues that arise from homeowners and industry professionals regarding construction plans. Your enthusiasm and reliability will be invaluable in this constantly changing environment, where you'll work as part of a team and in co-ordination with other regulatory bodies, staff and other agencies such as Fire Prevention Bureau, Niagara Escarpment Commission, and Conservation Authorities in matters relating to permit issuance.

Your qualifications as a Permit Application Specialist include:

- Community college diploma or university degree in an Architectural or Civil Engineering Technology Program.
- The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act, and successfully meet the following required qualifications not more than 6 months after gaining employment:
 - General Legal/Process
 - House
 - HVAC - House
- Previous Municipal Building experience, an asset.
- Client/customer-oriented experience and service in a building and/or construction environment.
- Demonstrated ability to interpret construction plans.
- Numerical aptitude.
- Experience in a computerized environment, with a working knowledge of Word and Excel.
- Demonstrated ability to communicate effectively, both verbally and in written form.

These CUPE Local 5167 Inside positions offer a wage range of \$33.950 to \$38.580 per hour (based on a 35-hour work week schedule).

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities – home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us #BeTheReason the entire country is talking about Hamilton, and achieve our vision of being the best place to raise a child and age successfully.

For full details and to apply

If you are interested in working alongside a dedicated team that's contributing to the well-being of Hamilton's residents, please visit www.hamilton.ca/careers for details on these Permit Application Specialist positions, **JOB ID #15870**, and to [apply online](#), by **Sunday, November 24, 2019**.

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The City of Hamilton values the diversity of our workforce and the knowledge of our people. We thank all

who have applied; however, only those under consideration will be contacted.