

HOUSING ZONING BUILDING EXAMINER

Job ID: 609

Job Category: Audit, Compliance & Inspections

Division & Section: Toronto Building, Tor Bldg. Etobicoke York District

Work Location: Etobicoke, North York, and Toronto & East York

Job Type & Duration: Full-time, Permanent

Wage Grade: 12

Hourly Rate: \$38.74 - \$42.43

Shift Information: Monday to Friday, 35 Hours per Week

Affiliation: L79 Full-time

Number of Positions Open: 5

Posting Period: 13-Nov-2019 to 27-Nov-2019

Reporting to the Manager, Plan Review. The Housing Zoning Building Examiner will examine plans and related documents for residential building permit applications for compliance with the Ontario Building Code, Zoning By-Law and related regulations.

- Examine, correct, sign and approve plans and specifications submitted for residential building permit applications within fast track time frames. Ensure compliance with the Building Code, Zoning By-Laws and Applicable Laws. Verify that materials and methods of construction meet approved standards and construction practices
- Research and refer to records, zoning maps, plans of survey and property data maps for restrictive By-Laws and zoning designations. Ascertain exact locations of property corner lots, public lanes, rights of way etc. and provide guidance on the building permit process
- Liaise with applicants, owners, other divisions and agencies to obtain approvals
- Analyze, verify and apply information from the Committee of Adjustment and OMB decisions, files, plans assessment rolls and By-Laws
- Prepare examiners' zoning and building code deficiency notices and documents examination details on prescribed forms
- Perform calculations to evaluate land use restrictions, construction costs, permit fees and applicable charges. Prepare related correspondence
- Input and update application information into the divisional data base
- Approve residential applications for permit issuance
- Answer inquiries related to residential construction with respect to the Ontario Building Code, Zoning By-Laws and Applicable Laws
- Discuss technical issues such as Building Code and zoning By-Laws on related permit applications with inspection staff and attend sites as necessary with the inspector to resolve construction problems
- Appear and give evidence in court and at Ontario Municipal Board hearings on zoning and Building Code matters

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline pertinent to the job function, such as architectural technology, building science or civil engineering technology or an equivalent combination of education and experience.
2. Considerable experience in a building construction environment with an emphasis on the development process.
3. Experience working with the Zoning By-Law and Ontario Building Code.

4. Experience using a computer for data entry and information retrieval, including electronic mark-up of submitted plans.

You must also have:

- Must possess or be able to pass the tests for the following Ministry of Municipal Affairs and Housing BCIN qualification requirements for building officials: General Legal and House.
- Ability to read and interpret surveys, site plans, architectural and structural drawings and perform accurate calculations pertaining thereto.
- Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Knowledge and understanding of all aspects of building construction and related legislation.
- Good verbal and written communications skills with the ability to maintain positive relations in a team environment.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

Number of Positions Open and Work Locations Information:

- **Two (2) permanent vacancies located at Etobicoke Civic Centre, 2 Civic Centre Court**
- **Three (3) permanent vacancies located at Toronto & East York**

Work for the City you love

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as Housing Zoning Building Examiner within our Toronto Building Division.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 609**, by **November 27, 2019**. Follow the instructions to view, register and apply online. You will only receive confirmation of your application if you apply online.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).