



Job Title	Zoning and Compliance Report Examiner
Posting Id	401
Department	Planning and Regulatory Services
Division	Regulatory Services
Section	Plans Review and Compliance
Rate of Pay	\$72,744.00 - \$85,573.00 Annual
Job Type	Full Time
Posting Type	Internal and External
Posting Date	01/06/2020
Application Deadline	01/31/2020

## Zoning and Compliance Report Examiner

### Position Summary

Reporting to the Manager, Plans Review and Compliance, the Zoning and Compliance Report Examiner analyzes and interprets zoning by-laws and provides zoning information to internal and external stakeholders. You will also review all building permit applications for zoning compliance, review planning and committee of adjustment applications and provide comments, and respond to letters of compliance.

### Key Duties and Responsibilities:

- Act as first point of contact for property information enquiries, and only point of contact for providing zoning-specific information
- Analyze and interpret numerous zoning by-laws, current and historical
- Provide detailed zoning information via email, phone or in person to internal staff, developers, builders, lawyers, government agencies, real estate agents and the general public
- Review all building permits for compliance with zoning by-laws and other applicable laws
- Review site plan agreements, subdivision agreements and TRCA permits to ensure building permit applications comply with previously approved plans.
- Analyze existing industrial and commercial sites for permitted uses and compliance with site plan agreement parking requirements for tenant permits
- Review pre-zoning applications for industrial and commercial tenants
- Research and respond to lawyers' compliance letter requests for the purpose of purchase and sale of land, financing and use compliance
- Maintain and update zoning information in the zoning by-law binders and mapping when new zoning by-laws are passed
- Prepare and update zoning interpretation bulletins to ensure consistency in zoning by-law interpretation
- Review, comment and provide sign-offs for zoning by-law amendments, site plan agreements, subdivision, plan of condominium, and part lot control applications for zoning compliance
- Conduct review for all developments and applications
- Coordinate OMB decisions with proposals for development applications
- Review applications for severance to ensure proposed and retained parcels will comply with all zoning requirements
- Review minor variance applications to ensure all required relief has been applied for and that the requested variances are correct
- Sign-off on decision conditions imposed by the Building division

### Education and Experience:

- Degree in Urban and Regional Planning, Geography or related discipline
- 4 years related experience

### Required Skills/Knowledge:

- Proficient in Microsoft Office Suite, compliance letter system, PALIS, OnPoint, ABC Docs
- Customer service skills, and the ability to convey technical and detailed information to the general public
- Working knowledge of building permit and development application processes.
- Ability to explain complex zoning information and to describe issues that arise through the building permit review
- Exceptional customer service skills, and experience dealing with the public
- Able to remain calm under duress and maintain professional composure when subject to significant opposition from customers
- Works well as part of a team to accomplish common goals and can interact and coordinate work between multiple team members
- Able to exhibit considerable patience and understanding in dealing with applicants unfamiliar with building and development processes
- Able to read and understand construction drawings
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture

- Occasional handling of heavy rolls of drawings.
- Demonstrate the City's corporate values of care, collaboration, courage and service

**Leadership Competencies:**

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

