

JOB POSTING

POSITION ID: 3810-002

CALL NO. 20-1943 (CUPE 1329)

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing. Assessments for this position may include an interview, written and practical tests. The successful candidate will be required to pass each element of the recruitment process with a minimum score of 75%.*

**Job Designation:** Architectural Plans Examiner  
**Department:** Building Services Department  
**Salary:** \$77,497 - \$94,504  
**Pay Grade:** 12

**Job Responsibilities:**

Reporting to the Manager of Plan and Code Review, the Architectural Plans Examiner will:

- Conduct comprehensive reviews of the architectural and structural components of all Ontario Building Code Part 3 and Part 9 buildings and structures to ensure conformance with applicable requirements of the Ontario Building Code, related standards, codes and all other applicable law, initiating and following up as appropriate to expeditiously finalize the review in a coordinated and professional manner.
- Advise architects, engineers, designers, owners and others as appropriate to enable them to understand the nature of any non-conformity and to permit them to rectify contraventions and omissions. Where appropriate, suggest code compliance options for client consideration and ensure that any changes to the permit application documents are authorized by the owner and appropriate professional, with suitable backup documentation.
- Answer enquiries, investigate and respond to complainants, and undertakes functional related duties as assigned or as necessary to achieve efficient and effective job performance, including acting as a mentor to more junior staff in learning and skill development.
- Maintain accurate records of examinations, project status and communications.
- Have regard for the needs and requirements of the department and clients with respect to construction time frames, building code knowledge and resources in order to process permit applications to satisfy client needs and meet provincially mandated issuance time periods.
- Make timely, practical and appropriate decisions in the office and onsite, based on function related law, code knowledge, expertise, good construction practice, design theory and the particulars of the situation.
- May be required to give evidence before the courts and the Ontario Building Code Commission as a reliable and authoritative witness.
- Conducts occasional site visits as required.
- Performs other duties as assigned.

**Qualifications/Skills:**

- Successful completion of a post-secondary 3 year diploma or degree in Architecture or related field combined with a minimum of 5 years relevant related experience. An equivalent combination of education and experience may be considered.
- Proficient knowledge of the Ontario Building Code and other applicable laws and standards.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies

The Town of Oakville is an Equal Opportunity Employer

- Applicant must have the following mandatory Provincial qualifications: General or CBO Legal, House, Small Buildings, Large Buildings, Complex Buildings and Building Structural.
- Excellent organizational, interpersonal, computer, verbal and written communication skills are required.
- The successful applicant will be required to provide his/her own vehicle for occasional site visits.

**Applications for this position must be received at [oakville.ca](http://oakville.ca) in the current opportunities section no later than midnight on **February 25, 2020**.**

DATED: **February 12, 2020**.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6J 5A6.