



## THE CORPORATION OF THE TOWN OF PELHAM EMPLOYMENT OPPORTUNITY

The Town of Pelham Community Planning and Development Department is now accepting applications for the following position:

### **Building Intake/ Zoning Technician**

Reporting to the Chief Building Official (CBO), the Building Intake/Zoning Technician acts as the first point of contact for applicants for building permits. This position is responsible for ensuring building permit applications are complete and processed within the legislative timeframe, as well as conducting initial plan and zoning compliance review, calculate building fees, development charge fees, and parkland dedication fees.

#### **Duties Include:**

- Process building permit applications at the counter and through email
- Book all inspections and liaise between trades and inspectors
- Input all applications through iCity and create a permit number for each file
- Attend pre-consultation meetings with respect to minor variances and land severances to provide advice to applicants
- Conduct plans examination
- Provide written comments to Committee of Adjustment, consent and minor variance applications to the Town Clerk and other staff
- Provide written comments on Niagara Escarpment development permits and applications
- Maintain Building function records

#### **The successful candidate will possess the following:**

- 3-year college diploma in Architecture, Construction, or related field
- Membership, or willing to obtain membership, in the Ontario Building Official's Association (OBOA)
- 3 years of work experience, preferably in a municipal office environment
- Have or be willing to obtain the 'Legal' and 'Part 9 - house' detailed technical training courses
- Knowledge of the legislative, legal, political and administrative aspects of the Building Permit process.
- Knowledge of the principles of urban planning.
- Knowledge of the Town's Zoning By-law, Building Code, and other relevant legislation.
- Skilled in AutoCAD, GIS, Microsoft Office Suite and web based mapping software.

**Salary:** \$45,827 - \$61,292 (35 hours per week)

Resumes must be submitted directly to Brianna Langohr, Human Resources Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by **9:00 am on February 28, 2020.**

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.