

Application Technologist/Examiner

Position Summary

Reporting to the Manager, Plans Review and Compliance, the Application Technologist/Examiner is responsible for providing advice and direction to the public regarding the building permit process, application requirements, general building advice, upstream approvals and for accepting, processing and issuing building permits.

Key Duties and Responsibilities

- Respond to enquiries via phone, email and in-person regarding building permit application process, Building Code, and permit requirements.
- Understand and communicate all permit processes and direct applicants to appropriate departments or agencies for additional approvals
- Application intake service provided for all application types and includes screening drawings for acceptability of submissions, completeness of drawings and compliance with applicable law
- Complete markups on drawings for examiners as requested
- Create electronic files for each application, organize circulation folder with all hard copy drawings to maintain accurate records
- Coordinate revised drawing submissions between applicant and plans examiners
- Ensure all final administrative tasks (fees and documents) are completed prior to permit issuance.

Education and Experience

- High school diploma, plus additional courses related to the Building Code, building design or construction processes.
- Post-secondary education in Construction/ Architecture/Engineering is required
- Ontario Building Code courses is required
- 2 years related experience in building design, Building Code enforcement or construction

Required Skills/Knowledge

- Proficient in Microsoft Office Suite
- 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
- Office Environment with limited physical effort required (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

[Apply to this job](#)

We thank all candidates for their interest, however, only those under consideration will be contacted. 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.