



GEORGINA

C.U.P.E. Local 905.03  
Career Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



# Application Examiner

(Job ID#2020.92)

**Department:** Development Services  
**Division:** Building  
**Location:** Civic Centre  
**Status:** Permanent, Full Time  
**Hours of Work:** 35hrs per week: 8:30am – 4:30pm  
**Number of Positions:** 1  
**Salary Range:** \$32.99- \$35.99 per hour  
**Date Posted:** October 8, 2020  
**Date Closing:** October 23, 2020

## JOB DESCRIPTION AND SKILL/KNOWLEDGE REQUIREMENTS:

Please see attached Job Description #43

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose:

The Application Examiner is responsible to deliver excellent customer service for the following functions:

1. Receive and evaluate the completeness of building permit applications for residential, institutional, commercial and industrial construction projects,
2. Receive and evaluate the completeness of grading permit applications for residential properties on behalf of Development Engineering Division,
3. Receive, evaluate the completeness and review pool enclosure permit applications and issue pool enclosure permits for houses on behalf of the Manager of Building/CBO,
4. Receive, research and decipher complicated property information and provide reports to lawyers, owners, agents and the public,
5. Receive and evaluate complaints related to alleged Building Code Act and Pool Enclosure By-law infractions, and
6. Provide direction to applicants in regards to the Zoning By-law, Building Code Act, Pool Enclosure By-laws and numerous other relevant Town by-laws and policies.

*For full details, please see attached job description.*

### Minimum Qualifications:

Three year post-secondary Diploma in architectural, engineering or building technology program; completion of Ministry of Municipal Affairs and Housing's General Legal/Process course and exam (or willing to obtain within first 6 months of employment) and House-2006 course and exam (or willing to obtain within one year of employment); readiness to file above qualifications with the Ministry of Municipal Affairs and Housing; membership in good standing with the Ontario Building Officials Association, is preferred; six months previous experience in a construction, regulatory or technical environment. *For full details, please see attached job description.*

**How to apply:** Qualified candidates are invited to submit a detailed resume with cover letter indicating how your qualifications meet our requirements. Please apply by visiting the Current Opportunities section on our Careers page on our website [www.georgina.ca](http://www.georgina.ca) by **October 23, 2020 at 11:59 p.m.**

**We thank all candidates for their interest, however only those being considered will be contacted.**

## **JOB DESCRIPTION**

**JOB TITLE: APPLICATION EXAMINER**

**JOB NO.:** 43

**DEPARTMENT:** Development Services

**DIVISION:** Building

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### **PRIMARY FUNCTION:**

The Application Examiner is responsible to deliver excellent customer service for the following functions:

7. Receive and evaluate the completeness of building permit applications for residential, institutional, commercial and industrial construction projects,
8. Receive and evaluate the completeness of grading permit applications for residential properties on behalf of Development Engineering Division,
9. Receive, evaluate the completeness and review pool enclosure permit applications and issue pool enclosure permits for houses on behalf of the Manager of Building/CBO,
10. Receive, research and decipher complicated property information and provide reports to lawyers, owners, agents and the public,
11. Receive and evaluate complaints related to alleged Building Code Act and Pool Enclosure By-law infractions, and
12. Provide direction to applicants in regards to the Zoning By-law, Building Code Act, Pool Enclosure By-laws and numerous other relevant Town by-laws and policies.

### **SUPERVISION RECEIVED:**

Manager of Building & Chief Building Official

### **DIRECTION EXERCISED:**

Gives working instructions to the Administrative Assistant-Building and summer students.

### **WORKING PROCEDURES:**

Receives complete permit applications, drawings and supporting documentation and confirms information generally conforms to the requirements of the OBC, by-laws and policies. Advises applicants of all applicable law requirements for permit as per the OBC, by-laws and policies;

Provides preliminary technical and applicable law review of plans, specifications and other documentation, informs applicant of deficiencies and other required approvals and forwards to the Plans Examiner and/or Zoning Examiner, when applicable;

Confirms with the applicant when all requirements are met to proceed with the submission of the applications;

Calculates and applies permit and other applicable fees, which includes some interpretation to determine the correctness of fees. CBO is consulted in cases of complicated matters;

Assists the Plans Examiner and Zoning Examiner in reviewing pool, deck and accessory building permit applications for compliance with OBC, Zoning By-law and applicable laws and Town policies. Issues Pool Enclosure permits once compliance with the Pool Enclosure By-law, Zoning By-law and applicable law are confirmed.

Responds to enquiries regarding the application and approval process and/or status of existing applications;

Tracks and maintains the status of building permit applications and advises applicants accordingly;

Responds to initial inquiries related to zoning, demolition, construction and pool enclosure regulations. May elevate complex matters to appropriate staff member when necessary;

Receives, researches, interprets complicated property information and reports information to property information owners, purchasers, lawyers, banks and the public from Building Division records and other Town work units;

Develops, creates, edits, monitors and maintains all Building Division web pages, considers user feedback and ensures the most current Division processes are clearly communicated to the web page user.

Participates in the Town's Health & Safety Program and follows safety practices in work methods and procedures. Observes and complies with all relevant health and safety regulations.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.**

**SKILL/KNOWLEDGE REQUIREMENTS:**

Three year post-secondary Diploma in architectural, engineering or building technology program;

Completion of Ministry of Municipal Affairs and Housing's:

- General Legal/Process course and exam or willing to obtain within first 6 months of employment.
- House-2006 course and exam, or willing to obtain within one year of employment.

readiness to file above qualifications with the Ministry of Municipal Affairs and Housing.

Membership in good standing with the Ontario Building Officials Association, is preferred.

Six months previous experience in a construction, regulatory or technical environment;

Understanding of the statutory and regulatory framework of the Building Code Act and working knowledge of the Ontario Building Code acquired from in-class or on-the-job experience;

Ability to read and interpret design and construction drawings;

Excellent organizational and written skills with the ability to prioritize work and meet legislative deadlines;

Ability to communicate courteously, effectively and tactfully with all levels of staff, agencies, contractors and the general public;

Skill and efficiency required in the use of computer and associated software, including Microsoft Windows, Word and Excel programs, e-mail and the internet;

Experience in a municipal permit tracking system or related work-management software is an asset;

One full year period of adjustment, orientation and adaptation on the job.