



Permit Application Specialist

Permanent and temporary full-time opportunities – Hamilton, ON

If you're a detail-oriented Architectural or Civil Engineering Technologist, with excellent administrative skills and the flexibility to adapt to a constantly changing environment, the City of Hamilton's Building Division has current and upcoming vacancies for you to consider.

Reporting to the Supervisor, Plan Examination, and demonstrating your solid multitasking skills, you'll be responsible for accepting and processing building permit applications to determine compliance with the Ontario Building Code, Zoning By-laws and other relevant legislation, for the issuance of building permits. This will include examining, amending, approving and/or issuing building permits for swimming pool enclosures and Part 9 residential buildings such as garages, decks, minor alterations, accessory structures and additions to one- and two-family dwellings.

With your positive attitude, passion for helping people, and ability to proactively listen, identify issues and solve problems, you'll maintain and build client relationships by providing optimum customer service. Your strengths as a communicator will also be evident as you answer enquiries from homeowners and industry professionals regarding the Code, Zoning By-laws, practices, regulations and procedures, and work in co-ordination with other regulatory bodies, staff and agencies such as the Fire Prevention Bureau, Niagara Escarpment Commission, and Conservation Authorities in matters relating to permit issuance.

Your qualifications as a Permit Application Specialist include:

- Community college diploma or university degree in an Architectural or Civil Engineering Technology Program.
- The successful candidates must be eligible to be appointed as an inspector under the Ontario Building Code Act and must successfully meet the following required qualifications not more than 6 months after gaining employment:
 - a. General Legal/Process
 - b. House
 - c. HVAC - House
- Previous Municipal Building experience, an asset.
- Client/customer-oriented experience and service in a building and/or construction environment.
- Demonstrated ability to interpret construction plans.
- A numerical aptitude.
- Experience in a computerized environment, with a working knowledge of Word and Excel.
- Demonstrated ability to communicate effectively, both verbally and in writing.

These CUPE Local 5167 Inside positions offer a wage range of \$34.493 to \$39.197 per hour (based on a 35-hour work week schedule).

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities – home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged, empowered employees. Help us #BeTheReason the entire country is talking about Hamilton, and achieve our vision of being the best place to raise a child and age successfully.

For full details and to apply

If you are interested in working alongside a dedicated team that's contributing to the well-being of Hamilton's residents, please visit www.hamilton.ca/careers for details on these Permit Application Specialist positions, **JOB ID #16707**, and to apply online, by **Wednesday, November 25, 2020**.

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The City of Hamilton values the diversity of our workforce and the knowledge of our people. We thank all who have applied; however, only those under consideration will be contacted.