

## Employment Opportunity Notice EX20-612

### The City of Greater Sudbury

requires a

### Plans Examiner (Front Counter) Reporting Location: Tom Davies Square

**Permanent Position  
70 Hours Bi-Weekly**

### Start Date to Follow Selection Process

The Plans Examination Section, Building Services Division, Growth and Infrastructure Department of the City of Greater Sudbury, requires a Plans Examiner (Front Counter). The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$36.98 to \$45.41 per hour.

**Duties:** Under the general supervision of the Director of Building Services/Chief Building Official and the day to day direction of the Manager of Plans Examination.

1. Perform all of the duties of an Inspector pursuant to The Building Code Act and Regulations, as amended.
2. Conduct inspections of buildings for the purpose of determining a building's suitability for occupancy prior to the issuance of Business Licences.
3. Examine and approve plans and specifications for buildings and structures which are required to be designed by a Registered Architect or Professional Engineer and for other buildings and structures.
4. Examine and approve plans and specifications for fire damaged building applications.
5. Provide technical advice for all inquiries to the Building Services Division.
6. Obtain and examine Permit Application Data to ensure compliance with City Zoning and other regulatory by-law requirements prior to approval of Building Permits issuance.
7. Consult with architects, engineers and contractors regarding problems related to building plans and permit applications under review.
8. Receive and answer inquiries from the public, employees, contractors, architects, engineers, lawyers, and realtors.
9. Conduct necessary liaison with all parties whose interests are affected by the issuance of a permit to build, alter, renovate or demolish a building.
10. Assist Building Inspectors when required, including scheduling routine workload and training.
11. Provide progress reports of plans under review to applicants.
12. Maintain knowledge and understanding of the current provisions of The Ontario Building Code, National Building Code of Canada, Fire Codes, related Provincial Regulations, City zoning and related regulatory by-laws.
13. Maintain current reference literature used to assist public inquiries regarding design materials and methods.
14. Maintain current typical plans and specifications used to assist public inquiries.

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15. Enter, retrieve and maintain electronic data for the processing and tracking of applications for minor works of construction, (i.e. accessory buildings, decks, and fire damaged buildings).
16. Issue permits for minor works of construction.
17. Draft correspondence and reports as required or directed.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

**Qualifications:**

- Community College Diploma or equivalent as an Engineering Technician or Technologist.
- Five (5) years up to and including seven (7) years of directly related experience including some supervisory experience.
- Demonstrate proficiency with the provisions of the Ontario Building Code, National Building Code of Canada, Fire Codes, related Provincial Regulations, CGS zoning and related regulatory by-laws.
- Possess current Building Code Competency Certification in accordance with Provincial Regulations.
- Demonstrate ability in overseeing the activities of Building Inspectors, contractors and developers.
- Working knowledge of CGS's Zoning By-laws and familiarity with the documentation necessary for the issuance of a Building Permit.
- Understanding of building construction design methods and specifications.
- Demonstrate and proven ability related to microcomputer software and administrative systems in a Windows environment (i.e. Building Permit Management Information System and Field Inspection Data System).
- Demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Excellent use of English; verbally and in writing an asset.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Qualified candidates should submit their résumé in confidence by **Monday, December 14, 2020 at 4:30 PM by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca) or facsimile number: 705-688-3979**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EX20-612)** on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.