



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

BUILDING PERMIT TECHNOLOGIST PERMANENT, FULL TIME (35 HOURS PER WEEK)

Reporting to the Chief Building Official, the Building Permit Technologist is responsible for processing building permit applications, providing technical review of smaller applications, providing technical advice and Ontario Building Code interpretations to builders/developers and residents. The Building Permit Technologist will assist the Permit Clerks to manage the transactions and supporting databases for the effective and efficient performance of Centre Wellington's building permit program. In addition, the Building Permit Technologist provides administrative support for the delivery of regulatory services which are offered by the Planning and Development department. All of these services are aimed at public protection, health, safety and convenience.

Key Major Responsibilities:

Duties include but not limited to:

Plans Review

- Conducts the process for reviewing residential and Part 9 building permit applications and preparing for issuance and for setting out schedules for mandatory and requested inspections.
- Engages in research, plan and design specification reviews, site inspections, documentation and reporting residential buildings and their uses.
- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements and demolitions. Assist Building Officials during peak periods, and during absences through application set up on medium / large scale projects.
- Communicates complex technical information about all categories of buildings and their uses in ways that can be clearly understood by the general public.

Administration

- Maintains the departmental database that tracks and documents all building permit related activity.
- Creates new permit applications that contain all required background information for all provincial and municipal purposes.
- Accepts and reviews applications for building permits, ensuring that the applications are reviewed for accuracy and completeness prior to acceptance. Within the provincially mandated timeframes, provides the applicant for permit with the application acceptance status.
- Offers advice and information to applicants to ensure that the applicant is making a complete application and when the application is incomplete, advises applicant on all requirements necessary so as to make a complete application.
- Prepares approved permits and receipts after they have been signed off and issued by the Chief Building Official (or other corporate officer).
- Assigns permit applications to qualified Building Officials and tracks all required inspections relating to permit applications.
- Verifies all applicable approvals from other levels of government and authorities are identified and received prior to permit being issued.
- Accepts other municipal permit applications for which the Building Division is responsible.
- Receives and coordinates request for inspections and maintains building official's schedules, taking in to consideration Building Official schedules and timelines, and ensuring past inspections have been completed.
- Modifying building permit application guide handouts for customer as bylaws, codes and policies are updates.
- Update departmental database and tracking system as required including updating fees, updating processes, closing permits as applicable.
- Completes Fire Permits including accepting payment and issuing receipts.
- Write Council and Compliance reports and assign to Building Officials for review, if applicable.
- Provides administrative support to the municipalities' public committees, such as Heritage Centre Wellington and the Committee of Adjustment, when required.
- Contributes to efforts for ensuring that the Building Department is prepared to deal with amendments to, and administrative impact from the Ontario Building Code (Bill 124). Assists the Chief Building Official in the preparation of Quality Management Plans that set a standard of quality that satisfies industry and government expectations.

Minimum Qualifications and Requirements:

- Completion of the three year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
- Successful completion of the following provincial building qualifications: General Legal, the House and Small Buildings.
- Provincial Certification of Qualification in Code Proficiency.
- Ontario Building Officials Association CBCO designation and additional qualifications toward full code proficiency and certificate of qualification are preferred.
- Minimum of three (3) years of progressively responsible experience in building code enforcement preferably in a municipality.
- Previous work experience in the construction industry is an asset.
- Previous experience using permit tracking software and MS Office is required.
- Experience using Bluebeam and City View is an asset.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.

Annual Salary: \$68,759 - \$80,438 (2021 salary range)

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: January 21, 2021 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. **No phone calls please.**

As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.