

Senior Plans Examiner

Reporting to the CBO and Manager of Building Approvals, the Senior Plans Examiner is accountable to fulfill the statutory responsibilities of Deputy Chief Building Official in the administration and enforcement of the Building Code Act (“the BCA”), Ontario Building Code (“the OBC”), the Building By-law, and other relevant legislation; including the administration and supervision of the plans examination and permit issuance area.

Job Duties Include:

- Assists the CBO in the preparation of staff reports and presentations to Committees and Council concerning building permits, building permit activity and updating of the Building By-law;
- Leads and/or participates in various internal and external committees, as required;
- Ensures permit applications, construction drawings and related documentation are examined for compliance to applicable codes, acts and by-laws, prior to the issuance of building permits;
- Issues building, demolition and change of use permits, and orders under the BCA (e.g. stop work, emergency, prohibiting occupancy, uncover);
- Determines permit fees and estimated costs of construction for building and demolition permit applications;
- Collaborates with Fire Department staff to ensure compliance with the Ontario Building Code for fire safety matters, prior to the issuance of building permits;
- Represent the Town at court and tribunals (e.g. Superior Court, Building Code Commission and Ontario Municipal Board);
- Assists in interpreting required regulations contained in the Building Code Act and Ontario Building Code; as well as provide recommendations to legislative changes directly related to Ontario Building Code applications;
- Provides customer services by responding to customer inquiries and contentious issues raised by residents, members of Council, staff and outside agencies by making prompt contact, communicating a plan of action and following up in a timely and professional manner;
- Provides advice to architects, engineers, designers, consultants, owners, developers and builders, as appropriate, to enable them to understand the nature of any technical requirement and/or nonconformity, and provide conflict resolution assistance to rectify contraventions and omissions in an expeditious manner;
- Provides technical advice concerning the BCA and OBC to other municipal departments & sections, Town solicitor, and other levels of government, agencies, boards and commissions;
- Assists in the development, and administration of the annual budget as it relates to the area of responsibility and ensures expenditures are controlled and maintained within approved budget limits;
- Promotes the need to build collaborative relationships across division and with elected officials, leverage diversity through consultation and enhance outcomes through partnerships;
- Encourages staff participate on related technical associations and groups (e.g. TACBOC, LMCBO, OBOA);
- Provides project leadership and direction;
- Provides BCA and OBC related advice to sectional, departmental and other staff and members of council;
- Identifies and analyzes risk and benefits of proposed plans and projects, recommending appropriate course of action;
- Identifies strategic initiatives based on environmental scans, future planned conditions and existing constraints;

Qualifications/Skill:

- 3 Year College diploma in Civil Engineering or Architectural Technology
- Certified Engineering Technologist (CET) or Member of the Association of Architectural Technologist of Ontario (MATTO) Designation
- Possesses a Certified Building Code Official (CBCO) designation with the Ontario Building Official Association (OBOA)
- Qualified under the Building Code Act (BCA) and Registered with Building Code Identification Number (BCIN) with qualifications in the categories of Small Buildings, Large Buildings, Complex Buildings, Plumbing – All Buildings, Building Services, and Building Structural
- Minimum six (6) years progressively responsible experience in: Supervision of Permits, professional designers consultation, geotechnical and hydro-geological report evaluation, administration of the legal aspect of the BCA, permits and orders issuance, representation in courts, budget preparation and management and customer service
- Minimum three (3) years supervisory experience or a combination of training, education and experience deemed equivalent
- Experience in the broader public sector, in a unionized environment an asset
- Excellent ability to read and interpret plans and specifications
- Strong ability to problem solve, seeking information from diverse sources and recommend innovative solutions
- Strong ability to think logically and consistently to make timely, practical and appropriate decisions regarding public life and fire safety matters
- Excellent numerical and mathematical skills to perform calculations, prepare budget submissions, and verify OBC compliance, (e.g. areas, travel distances, unprotected openings, occupant load, design loads etc.)
- Ability to analyze and interpret detailed financial and statistical information relevant to Section as well as proactively develops solutions that effectively impact Section and Department objectives
- Strong analytical ability required to understand and visualize the three dimensional relationship of the regulations affecting materials, systems and components of a development proposal
- Committed to quality customer service and innovation to improve efficiency and reduce costs
- Self-motivated, positive, confident and approachable
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Advanced communication skills both oral and written
- Excellent organization, time management and planning skills

Rate of pay:

\$90,037 - \$100,041 per annum

This is a non-union position that works a 35 hour work week.

Deadline to apply:

Applications are accepted at www.ajax.ca/careers until **11:59 p.m. on January 29, 2021.**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.