



## POSITION VACANCY

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|-------------------------------|---|
| Call Number:                  | <b>2021 - 27</b>  |
| Position:                     | <b>Permit Application Technician</b>                        |
| Type of Vacancy:              | Permanent   |
| Work Schedule (hours & days): | 8:30 am to 4:30 pm, Monday to Friday<br>(35 hour work week) |
| Hourly Rate:                  | \$31.75 to \$33.42  |
| Date Posted:                  | April 13, 2021  |
| Closing Date:                 | <b>April 28, 2021 at 4:30 p.m.</b>                          |

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, April 28, 2021**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS**

**POSITION DESCRIPTION**  
**Planning, Building and Development**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Permit Application Technician

**DIVISION:** Building Services

**RESPONSIBLE TO:** Chief Building Official

**POSITION SUMMARY:** Under the direction of the Chief Building Official receives, dates all permit applications, reviews minor permit applications and serve as the front line person for Building Services.

**EQUIPMENT AND TOOLS USED:** General office equipment and computer applications.

**WORKING CONDITIONS:** Standard office environment.

**RESPONSIBLE FOR:**

1. Responsible for receiving, dating, accepting or refusing, and processing into Land Manager all building permit applications on behalf of the Chief Building Official in accordance with Section 1.3 of the Ontario Building Code, and the Building Division Standard Operating Procedure, and forward to the Building Services Clerk for plan review assignment.
2. Calculate building permit fees, and deposits, according the Building By-law, for Part 9 residential buildings such as: garages, decks, minor alterations, accessory structures, farm building, and additions to one and two storey dwellings, signs, and pools permit applications.
3. With the assistance of a Plan Examiner or Sr. Plan Examiner calculate building permit fees, deposits, and development charges according the Building By-law, Municipal, and Regional fees according to the Regional and Municipal Development By-law for building permits classified a Part 9 or Part 3 in the Ontario Building Code.
4. Conduct plan examination, issue status letters, and issue permits in compliance with the Ontario Building Code, and zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws, for Part 9 residential buildings such as: decks, water and sewer services work, accessory structures, signs, and pool permits application.

5. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws.
6. Engage the Senior Zoning Administrator for all zoning inquiries other than up to and including R3 (Residential Mixed Zone) enquires.
7. Request municipal addresses for newly created infill lots from GIS Department.
8. Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.

**POSITION REQUIREMENTS:**

Minimum is a two (2) year college diploma from a recognized Building, Construction or Architectural program.

At least one (1) year related experience.

Proficiency in reading and interpretation of drawings, specifications, surveys, municipal by-laws, technical documentation, and, applicable laws. Working knowledge of Land Manager and GIS mapping Software.

Intermediate skills in Word and Excel.

Strong oral and written communication skills.

**QUALIFICATIONS:**

Successful completion of the Ministry of Municipal Affairs and Housing examinations listed below and registration as an Inspector with the MMAH:

1. General Legal / Process for Inspectors
2. House

Revised: May 23, 2018