

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting **Temporary Unionized** opportunity in the **Building Standards Department** for an experienced and motivated individual*

**Zoning Plans Examiner II
(JOB # J0421-0583)**

Vaughan is a city on the move. With a downtown core rising from the ground – the Vaughan Metropolitan Centre, a state-of-the-art hospital opening its doors in 2021 – the Cortellucci Vaughan Hospital, and a bustling subway, exciting projects are transforming the community. Be a part of something amazing and build your career at the City of Vaughan.

The City of Vaughan is an equal opportunity employer serving one of the fastest-growing municipalities in Canada, we are an organization committed to diversity and inclusivity, providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork are fostered. As one of the [Greater Toronto's Top Employers for 2021](#), we continuously employ workplace best-practices – and they're getting noticed! Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Responsible for the review of site plans, architectural drawings, and documentation to ensure compliance with Zoning By-Laws, development agreements and applicable laws. Responsible for the delivery of Zoning Section's front line customer service with respect to front-counter and telephone inquiries providing verbal and written responses to the public, City departments, external agencies, key stakeholders, business and legal professionals. Provides comments to various departments regarding Committee of Adjustments applications, draft Zoning By-Laws and By-Law Amendments, Part-lot Control Exemptions, Site Plan Applications, draft Plans of Subdivisions, and Condominium Plans. Represents the Building Standards Department at Committee of Adjustment meetings, Ontario Municipal Board Hearings and in court proceedings, as required.

Qualifications and experience:

Successful completion of a University Degree in an Architectural or Planning related discipline or suitable equivalent.

Possesses a minimum of one (1) or combination of the following Certifications:

- Member of the Ontario's Professional Planners Institute (OPPI).
 - Ontario Association for Applied Architectural Sciences (OAAAS),
 - Certified Technologist in the Association of Architectural Technologists of Ontario (AATO)
 - Member of the Ontario Building Officials Association (OBOA)
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- Minimum of five (5) years related municipal experience including three (3) years related zoning experience, or suitable equivalent.
 - Working knowledge of municipal by-law and municipal processes and planning principles, legal procedures, specifically interpretation of zoning by-laws, applicable statutes, legal documentation and regulations including the Planning Act and the Building Code.
 - Experienced and knowledgeable in reading /interpreting architectural, elevation, cross-section and site plan drawings and legally binding agreements, including various plan documents and the ability to read the points of elevation and grade changes on site plan/lot grading plans and other documentation (retaining wall heights, reverse driveway slopes, finished floor elevations, and height of porches).
 - Highly developed interpersonal skills, with the ability to interact and communicate effectively (oral and written) and confidently at all levels of the organization, with key stakeholders, citizens, business professionals, within a team environment.
 - Excellent analytical, report writing, grammatical and problem solving skills coupled with effective organizational skills, and ability to meet deadlines and work efficiently under pressure.
 - Proficient records management skills.
 - Possesses a valid Ontario "G" Class drivers' license in good standing.
 - Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.

- Ability to work outside normal business hours as required and in accordance with the Collective Agreement.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [visit our website](#) to apply online by **Monday May 3, 2021**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.