

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 I
(JOB # J0421-0584)**

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 examining plans and other documentation submitted for minor building permits to ensure compliance with zoning by-laws, agreements and other applicable laws. Provides zoning responses to inquiries from the public, internal and external departments or agencies, key stakeholders, business and legal professionals, and the development community. Researches property records, co-ordinates clearances and prepares written responses for zoning compliance for various applications, including, compliance letters, driveway widening and curb cut/culvert applications, and municipal & provincial license clearance requests. Provides interpretation and information on zoning by-laws and the status of permits. Responsible for maintaining and updating property and departmental records.

Qualifications and experience:

- Three (3) Year Community College Diploma in Architectural Technology, Urban Planning Technology, Civil Engineering Technology or suitable equivalent.
- Minimum of three (3) years related municipal experience including one (1) year related Zoning experience.
- Qualifications to the requirements of the Building Code Act (BCIN).
- Working knowledge of applicable legislation, zoning by-laws, municipal by-laws and processes, planning principals, legal procedures, and applicable laws, statutes and regulations.
- Ability to read and interpret property surveys and reference plans, architectural drawings, site plan drawings and associated documents.
- Proficient keyboarding, records management skills, and a thorough working knowledge of building permit management databases (such as AMANDA), various information systems (such as GIS) and proficiency and application in utilizing computer equipment and related software applications i.e. Word, Excel etc.
- Ability to read and interpret legally binding agreements, including Subdivision Agreements, Site Plans, Agreements, and Condominium Agreements.
- Demonstrated analytical, problem solving, organizational skills to meet deadlines and work under pressure.
- Demonstrated interpersonal and communication skills (oral and written) with the ability and confidence to deal effectively, objectively and courteously with all levels within the Corporation, business owners, professionals and the public.
- Ability to work outside regular business hours as required, and in accordance with the Collective Agreement.
- Holds a valid class "G" Ontario driver's license in good standing and has access to a reliable vehicle for corporate use and is able to travel safely and efficiently to offsite business meetings as required.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.

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.