



GEORGINA

C.U.P.E. Local 905.03
Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Plans Examiner

(Job ID# 2021.41)

Department: Development Services
Division: Building
Location: Civic Centre
Status: Permanent, Full Time
Hours of Work: 35hrs per week
Number of Positions: 1
Salary Range: \$36.85- \$40.94 per hour (salary under review)
Date Posted: April 30, 2021
Date Closing: May 16, 2021

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose: Appointed as an “inspector” under the Building Code Act, the Plans Examiner provides permit application review for the construction, demolition and change of use of buildings, and the enclosure of outdoor swimming pools regulated by the municipal pool enclosure by-law respecting safety of property with reference to public health and safety, fire protection, accessibility and structural sufficiency. ***For full details, please see attached job description.***

Minimum Qualifications:

3 year diploma in an architectural, engineering or building technology program from an accredited College/ University; Certified Building Code Official (CBCO); Registration of Ontario Building Code qualifications with the Ministry of Municipal Affairs and Housing; 4 years of experience applying the Ontario Building Code in building code enforcement, building construction and/or design; expert working knowledge of relevant Acts, codes and legislation; ability to read and interpret designs, specifications, legal and technical opinions, 3rd party technical evaluations and reports. (See attached job description for full details)

How to apply: Qualified candidates are invited to submit a detailed resume with cover letter indicating how your qualifications meet our requirements. Please apply by visiting the Current Opportunities section on our Careers page on our website www.georgina.ca by **May 16, 2021 at 11:59 p.m.**

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.

JOB DESCRIPTION

Job Title:	Plans Examiner	Job No.:	39
Department:	Development Services	Division:	Building
Date Prepared:	Revised	March 1999, October 2001, August 2014, April 2021	
Grade:	15 (under review)		

PRIMARY FUNCTION:

Appointed as an "inspector" under the Building Code Act, the Plans Examiner provides permit application review for

- a. the construction, demolition and change of use of buildings , and
- b. the enclosure of outdoor swimming pools regulated by the municipal pool enclosure by-law

respecting safety of property with reference to public health and safety, fire protection, accessibility and structural sufficiency.

SUPERVISION RECEIVED:

Manager of Building / Chief Building Official

INDIRECT SUPERVISION RECEIVED:

Supervisor of Inspections/Deputy Chief Building Official

DIRECTION EXERCISED:

Provides technical interpretation to other staff related to compliance with assigned statutes, regulations, by-laws, policies and procedures. Directs the issuance of permits on behalf of the Chief Building Official.

WORKING PROCEDURES:

1. Reviews permit applications of buildings commensurate with qualifications by interpreting and analyzing designer submissions and evaluating proposals and solutions pertaining to health and safety, fire protection, structural integrity, accessibility and resource conservation of buildings, structures and properties to confirm that proposed and unauthorized construction, demolition and changes of use is in general conformance with the Building Code Act, Ontario Building Code, the Building By-law, the Pool Enclosure By-law, the Cross Connection and Backflow Prevention By-law and other applicable municipal by-laws.
2. Evaluates permit applications and refuses/issues permits for buildings regulated by the above noted regulations on behalf of the Chief Building Official. This includes evaluating compliance with objectives and functional statements of the OBC and the ability to identify potential conflicts with existing building conditions and proposed construction solutions.
3. Carries out research, keeps apprised and evaluates compliance of objective-based innovative design and construction solutions.
4. Reviews and analyzes plans related to subdivision and site plan applications for compliance with the Ontario Building Code and Building By-law and provides comments on behalf of the Building Division to the appropriate person/department.
5. Periodically inspects buildings, structures and properties for which permit applications have been submitted in order to confirm site conditions, accuracy of permit applications and conformance with Building Code Act, Ontario Building Code, the Building By-law, the Pool Enclosure By-law, the Cross Connection and Backflow Prevention By-law and other applicable municipal by-laws.

6. Occasionally assists Building Inspectors from time to time and as needed to maintain service delivery by carrying out duties as described in the Building Inspector job description including issuance of occupancy permit as designated by the Chief Building Official. This duty is more frequent during the busier summer months due to absences, volume of work, etc. but may occur at any time of the year as needed.
7. Liaises effectively and cooperatively with applicants, builders, design professionals, Fire Department officials, conservation authorities, public health inspectors and other internal and external staff and agencies regarding the issuance of permits to construct, demolish or change the use of a building and by attending meetings, construction sites and providing comments as a representative of the Building Division.
8. Prepares, records and retrieves factual evidence in written and electronic formats related to plan review, inspection, investigation and enforcement activities in a clear and concise manner that is consistent with the requirements of applicable legislation, regulations, policies and procedures.
9. Provides expert administrative and technical guidance, direction and interpretation related to the above noted legislation and regulations to staff, customers, clients, owners, contractors, lawyers, designers, architects, engineers and other internal and external agencies.
10. Maintains sound knowledge of applicable legislation, regulations, corporate policies and procedures, applicable and case law, traditional and innovative industry technologies and practices; attends seminars, courses and conferences as required; carries out research related to above.
11. Performs other duties as assigned or required, including participating in special projects from time to time. Champions the corporate mission statements among colleagues and the public.
12. Participates in the Town's Health and Safety Program and follows safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILLS / EDUCATION REQUIREMENTS:

1. Three year post-secondary Diploma in an architectural, engineering or building technology program from an accredited College/University.
2. Certification with the Ontario Building Officials Association as a Certified Building Code Official (CBCO).
3. Certification by the Association of Architectural Technologists of Ontario, the Ontario Association of Certified Engineering Technicians and Technologists or other relevant professional association is an asset.
4. Registration of Ontario Building Code qualifications with the Ministry of Municipal Affairs and Housing in the following categories:
 - General Legal and Processes
 - House
 - Small Buildings
 - Plumbing - All Buildings

- Building Structural
 - Building Services
 - On-site Sewage Systems
 - Large and Complex Buildings are an asset.
5. Four (4) years of directly related experience applying the Ontario Building Code in building code enforcement, building construction and/or design in the above noted qualification categories.
 6. Expert working knowledge of the Building Code Act, Ontario Building Code, related legislation/regulations, evaluation procedures, traditional and emerging construction practices/designs/principles and related municipal procedures.
 7. Expert ability to read and interpret designs, specifications, legal and technical opinions, 3rd party technical evaluations and reports related to architectural designs, structural systems, plumbing systems, HVAC systems and on-site sewage systems.
 8. Excellent interpersonal, organizational, time management, problem solving, research, investigative, communications and multi tasking skills.
 9. Ability to interact effectively and courteously in a municipal environment; to work independently and confidently; to exercise discretion and good judgment in a political and client/customer service environment.
 10. Demonstrated acumen in the effective use of plan review and design software such AutoCAD, Adobe Pro, Bluebeam Revu, etc. The ability to learn and effectively transfer knowledge and to champion use of software is necessary.
 11. Ability to effectively utilize the Microsoft Windows environment including file management, the internet and the Microsoft Office Suite to research technologies/solutions/proposals and create, develop, edit and manage Word, Excel and Outlook files and records.
 12. Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;
 13. Driver's Abstract in good standing required to operate Corporation vehicles;
 14. Police Vulnerable Sector Check is required to carry out the duties of Building Inspector during interior inspections of occupied dwellings.
 15. Experience with permit and inspection tracking software is an asset.
 16. Up to one (1) year period of adjustment, orientation and adaptation on the job.