



**Corporation of the Municipality of Clarington  
Planning and Development Services  
Requires a Temporary Plans Examiner  
(Affiliated) up to 22 months.**

The Municipality of Clarington is pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [humanresources@clarington.net](mailto:humanresources@clarington.net).

Reporting to the Chief Building Official, the successful applicant will be responsible for, but not limited to, conducting on-site inspections and the review of documents and issuance of building permits to ensure compliance with the Ontario Building Code and other relevant legislation.

**Responsibilities:**

- Maintain accurate records.
- Review applications for building permits and ensure that plans and documents submitted conform to the requirements of the Ontario Building Code and other legislation.
- Process applications for building permits including calculation of fees, issuance of the permit and maintenance of records.
- Research and respond to enquiries on Building Code matters and liaise with departments, external agencies, builders, engineers and architects regarding Ontario Building Code interpretations and enforcement.
- Occasionally perform on-site inspections to ensure compliance with the Ontario Building Code and keep accurate records.

**Qualifications:**

- Certified technologist, architectural or engineering discipline, or equivalent education and experience to the satisfaction of the Director of Planning and Development Services. Must be eligible for or a member of M.A.A.T.O., C.E.T. or C.B.C.O. designation.
- A minimum of 3 years of directly related experience in the construction field or an architect's office is required.
- Must have knowledge of the Ontario Building Code, specifically Parts 3, 4, 9, 10, and 11. You have successfully completed the provincial qualifications for legal processes, small buildings, large buildings and complex buildings, building services and building structural, or demonstrated accomplishments toward achieving qualification.
- Working knowledge of and experience using computer software applications such as word processing, databases and spreadsheets.
- Excellent written and verbal communication skills and problem solving skills.

- Proof of valid Ontario Driver's License and use of personal vehicle
- Must be legally able to work in Canada

**The following is required at time of interview:**

- Proof of current automobile insurance coverage and a current Driver's Abstract
- Valid Ontario Driver's License

The successful candidate must provide, at their own expense, a satisfactory criminal reference check, from a Canadian Police Information Centre, prior to commencing employment. Applicants who have been employed with the Municipality within the last year and have provided a CPIC within the last 365 days are exempt.

Pre-employment testing may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

**Salary: \$59,809 to \$74,602 - Code 10 of the 2020 Inside Collective Agreement**

Resumes will be received in confidence until 4:00 p.m., on Friday May 14, 2021.

**Please quote File #51-21 and forward resumes to [resumes@clarington.net](mailto:resumes@clarington.net); applications will not be retrieved from other sources (file sharing sites – One Drive).**

Alternatively, resumes may be forwarded to:

Human Resources Division  
Municipality of Clarington  
40 Temperance Street  
Bowmanville, Ontario  
L1C 3A6

Applicant information is collected under the authority of the *Municipal Act, 2001 (S.O. 2001, c.25)* to determine employment eligibility with the Municipality of Clarington. Questions about this collection should be directed to the Director of Legislative Services, 40 Temperance Street, Bowmanville, ON L1C 3A6 (905) 623-3379.

We thank all applicants for their interest, however, only those under consideration will be contacted.