



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Regular Full-Time Zoning Examiner

Posting Number: 003135

Department: Development Services Department **Branch:** Building Services

Location: City Hall

Posting Start Date: 2021/07/14 **Posting End Date:** 2021/07/23 by 4:30pm

Employment Group: CUPE 251 **Salary Grade:** 08, \$35.08 - \$38.97

Standard Weekly Hours of Work: 40.00 **Shift Work Required:** No

Job Description

Reporting to the Manager, Permit Services, responsible for interpreting and consistently applying the City's Zoning By-law, Sign By-Law and other applicable law (CLOCA, etc.) in processing building permit applications, site plans and plans of subdivision. Effectively communicates Zoning By-Law and Sign By-Law information to internal and external customers. Conducts research and responds to requests for compliance information and prepares correspondence. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Job Responsibilities:

Duties include performing plans examination including reviewing permit documentation to determine authorization or denial of issuance of all permits; administration of permits including counter duties, application in-take, permit issuance, correspondence, municipal addressing of properties, etc.; performing complaint investigations related to the zoning program, sign program and other applicable law program; training and

education of the public, applicants, professionals to ensure permit documentation is complete; dealing with Freedom of Information requests including receiving requests and researching information and responding within legislated timeframes; and other duties as assigned.

Job Requirements:

Completion of a three year Post Secondary Diploma from a community college related to architectural or building technician or related administrative program with three (3) years relevant experience.

Established PC skills and experience in using relevant software applications (e.g. MS Office Suite).

Excellent interpersonal and customer service skills. Ability to communicate courteously, effectively and with tact, both orally and in writing.

Good organizational skills, possess a sense of thoroughness, demonstrated ability to work on own initiative and ability to work in a stressful environment.

Sound mathematical skills.

Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum Class "G".

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online through our website: <https://oshawa.jobs.net/en-CA/search>

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If you require assistance with the application process please contact Human Resource Services by emailing

humanresources@oshawa.ca or by calling us at 1-905-436-5666. If contacted to proceed to the selection process, please advise us if you require any accommodation. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.