

The Town of Newmarket, Planning & Building Services
Requires a **Zoning Examiner**
Regular Full-Time (35 hours per week)

Under the direction of the Chief Building Official (the Business Unit), the Zoning Examiner is responsible for providing zoning clearance on site plans submitted in support of building permit applications within the Planning and Building Services Department. The purpose of this position is for the expedition of the zoning examination aspect of the building permit process in compliance with Provincially legislated time-frames.

How do I qualify?

- Post-secondary technical diploma in planning, engineering or architecture from a recognized college.
- Strong verbal and written communication skills.
- Proficient in the use of MS Office (e.g. Word, Excel, PowerPoint and Outlook).
- Strong interpersonal skills and the ability to effectively interact with all levels of staff, external government agencies, developers, builders, consultants and the public with the ability to respect confidentiality within a team environment.
- Knowledge and experience of planning terminology, practices, procedures, standards and work methods.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Knowledge and ability to read as well as interpret zoning by-laws, agreements, regulations and other documentation (e.g. Planning Act, Building Code Act and development approval processes) .
- Ability to interpret, evaluate, and apply site plan development standards (e.g. environmental/green initiatives, site and neighbourhood character, and boulevard enhancement requirements).
- Ability to make complex calculations related to zoning by-law compliance.
- Ability to understand and review site plans and plot plans related to residential, institutional, commercial, and industrial developments against the provisions of the Town's zoning by-law, Site Plan Review Manual and Development Standards Checklist, and other applicable Town and agency policies.
- Class "G" Driver's License in good standing with reliable vehicle for use on corporate business.
- Ability to work scheduled and unscheduled overtime..

Salary: \$56,199 - \$70,248/year

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **August 5, 2021** quoting the file number **21-94**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.