



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

Under the direction of the Chief Building Official, the Plans Examiner is responsible for reviewing, approving, issuing, and responding to permit applications, construction drawings, and inquiries to submissions for building, HVAC and plumbing for large, complex buildings to ensure compliance with the Ontario Building Code primarily Part 3 for Ontario Building Code compliance. Develops departmental procedures for complex plan review; provides support to Department staff related to plans examination for large, complex and other buildings/plans as well as application review.

How do I qualify?

- Graduate of a three-year Community College Diploma and/or formal academic training in Architectural, Construction or Civil Engineering Technology or equivalent with demonstrated progressive experience in a municipal environment. An equivalent combination of education and experience may be considered.
- Successful completion of qualification examinations, and maintenance of said qualifications as administered and authorized by the Ministry of Municipal Affairs and Housing; must be qualified and registered in the following categories: Powers and Duties of CBO, House, Large Buildings, Complex Buildings, Detection, Lighting and Power, Fire Protection, Building Structural, Building Services, HVAC House and Legal Processes, Plumbing/All Buildings, Cross Connection Control Specialist Certified (or in the process) preferred.
- Accredited (or in the process) with the Architectural Association of Ontario (AATO) as an Accredited Architectural Technologist (AAT) and/or Accredited (or in the process) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technician or Technologist (CET) and/or Accredited (or in the process) with the Ontario Building Officials Association (OBOA) as a Certified Building Code Official (CBCO).
- Thorough working knowledge of the Ontario Building Code and Building Code Act with particular emphasis on HVAC and plumbing system and requirements; Municipal Zoning and Property Standards By-laws, Planning Act, TARION Warranty Corp., Provincial Offences Act, Health and Safety Act, and must have knowledge of standards associated with various agencies such as Underwriters Laboratories of Canada, American Society of Heating, Refrigerating and Air Conditioning Engineers, National Standards of Canada, National Building Code of Canada, and other applicable laws.
- Progressive and extensive experience in construction and ability to interpret plans, specifications and construction drawings relating to all buildings particularly buildings greater than 600 sq meters, or exceeding 3 storeys and those falling under Building Code 3.2.6 (high buildings).
- Knowledge and ability to apply the Occupational Health and Safety Act and Regulation related to building construction.
- Excellent analytical, problem-solving, organizational, mediation and communication skills; ability to make independent decisions and judgement calls on matters relating to life, health and fire safety.
- Prioritizes customer needs or requests to meet conflicting demands; knows when meeting customer needs is not possible and communicates this in a respectful manner.
- Ability to prioritize work and to work under pressure to meet legislative and other deadlines, ability to exercise discretion and judgement particularly when handling confidential and sensitive information.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, developers, architects, the general public and building industry organizations.
- Demonstrated ability to coach others in order to provide appropriate levels of customer service without compromising regulatory requirements.
- Class "G" Driver's Licence in good standing with own reliable vehicle, including a level of liability acceptable to the Corporation to use on corporate business.

Salary: \$76,859 - \$96,073

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **September 16, 2021** quoting the file number **21-128**.

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.