

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting **Permanent Full-time Unionized** opportunity in the **Building Standards Department** for an experienced and motivated individual*

**Senior Applications Expediter (Building Permits)
(JOB # J0621-1388)**

Vaughan is a city on the move. With a downtown core rising from the ground – the Vaughan Metropolitan Centre, a state-of-the-art hospital opening its doors in 2021 – the Cortellucci Vaughan Hospital, and a bustling subway, exciting projects are transforming the community. Be a part of something amazing and build your career at the City of Vaughan.

The City of Vaughan is an equal opportunity employer serving one of the fastest-growing municipalities in Canada, we are an organization committed to diversity and inclusivity, providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork are fostered. As one of the [Greater Toronto's Top Employers for 2021](#), we continuously employ workplace best-practices – and they're getting noticed! Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Responsible for receiving and reviewing building permit applications for completeness and compliance with the minimum requirements of the Building Code Act and Ontario Building Code including all applicable laws and by-laws, and calculation/collection of applicable fees. Responsible for examining Sign Permit applications for compliance with the City's Sign By-laws and issuing permits when satisfactory. Coordinates and monitors the workflow of Application Expeditors (Building Permits); oversee and organize work processes and provides interpretation of information and guidance on policies and procedures. Primary point of contact for all Building Permit and Development Charge related enquiries and complaints. Supports Manager in the daily operations of the Section.

Qualifications and experience:

- Community College Diploma three (3) years in Civil Engineering Technology, Architectural Technology, or suitable equivalent
- Minimum five (5) years related municipal experience or suitable equivalent including working with the public on a regular basis
- Working knowledge and understanding of the Building Code Act, Ontario Building Code, related municipal by-laws, and building permit processes
- Successful completion of qualifications requirements under the Building Code
- Proficient in written and verbal communications skills, computer skills and strong interpersonal and public relations skills. Able to work cooperatively with team members and excellent organizational and analytical skills
- Knowledge and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [visit our website](#) to apply online by **Friday September 17, 2021**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.