

# Job Title: Plans Examiner

## Plans Examiner

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| Posting Id           | 944                                    |
| Number of Positions  | 1                                      |
| Department           | Planning and Infrastructure Department |
| Division             | Building Division                      |
| Shift                | Monday to Friday                       |
| Rate of Pay          | \$40.65 - \$47.82 Hourly               |
| Job Length/End Date  | 2 year contract                        |
| Job Type             | Full Time                              |
| Posting Type         | Internal and External                  |
| Posting Date         | 09/09/2021                             |
| Application Deadline | 09/30/2021                             |

### Position Summary

Reporting to the Supervisor of Plans Examination, the Plans Examiner is responsible for reviewing architectural and structural drawings and related documents for compliance with the Ontario Building Code, and all other applicable laws, legislation, policies and procedures.

### Key Duties and Responsibilities

- Review all residential building stick frame permit applications for compliance with Part 9 of the OBC and prepare the permits for issuance
- Review and coordinate all drawings, layouts, and plans received from different professionals
- Make interpretation decisions of the Ontario Building Code requirements and other applicable legislation
- Technical OBC scope includes architectural, structural, fire safety and energy efficiency requirements
- Review plans for permanent ground and wall signs for compliance with the City's sign by-law
- Process and approve all documents for issuance
- Determine type of sign through interpretation of sign by-law, calculate sign areas and apply fees
- Author reports with recommendations to Commissioner of Planning for charity mobile signs
- Liaise with Planning staff where sign by-law amendments and variances are required
- Calculate foundation adequacy for engineered ground signs
- Review structural adequacy of sign structure wall connections
- Review permits for Part 3 and Part 9 demolition permits, on site sewage systems, solar panel installations, secondary dwelling units and renovations and additions to SFDs.
- Create reports for CBO and Commissioner of Planning recommending approval of various permit types under delegated authority.
- Prepare documentation to identify Code non-compliance issues and resolve issues with designers through correspondence, telephone and meetings. (This is generally an iterative process with increasing conflict as issues remain unresolved.)
- Laisse between internal staff and interdepartmental staff to facilitate resolution of issues requiring input from others.
- Respond to building permit inquiries via phone, email and in-person
- Prepare permit history /chronology documents for senior management and prosecution files.
- Collect all required documents, identify outstanding items, and notify front counter staff to collect those prior to issuance of permit
- Verify and correct building permit application information and fees prior to permit issuance
- Research permit history to retrieve required building permit files, documents and drawings for the plans review process
- Review applicable laws, sustainability agreements, subdivision agreements, and site plan agreements for other applicable requirements.

### Education and Experience

- 3 year Diploma in Building Code, Construction, Architecture or related discipline
- BCIN is required
- CBCO, CBO, OBOA, AATO, OAA, CET, PEO is an asset
- Architectural Technologist/Technician Diploma is an asset

- Ministry of Housing Certificates is an asset
- 4 years in related building environment of enforcement or design, or additional experience in lieu of required education

### **Required Skills/Knowledge**

- Proficient in Microsoft Office Suite, PALIS, beam analysis and foundation wall design programs
- Exceptional customer service skills, and experience dealing with the public
- Able to remain calm under duress and maintain professional composure when subject to significant opposition from customers
- Works well as part of a team to accomplish common goals and can interact and coordinate work between multiple team members
- Able to exhibit considerable patience and understanding in dealing with applicants unfamiliar with building and development processes
- Able to read and understand architectural and structural construction drawings
- Logical thinking skills
- Working knowledge of Ontario Building Code (Part 9 and related sections as a minimum)
- Experience document writing
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Demonstrate the City's corporate values of care, collaboration, courage and service

### **Leadership Competencies**

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

**Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the [‘View Jobs for Current Employees’](#) link on the [City's Careers Page](#).**

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

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.