

## Zoning Examiner - 2 Year Contract



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| <b>Job Title</b>       | Zoning Examiner - 2 Year Contract |
| <b>Employer</b>        | City of Markham                   |
| <b>Location</b>        | Markham, ON, CA                   |
| <b>Salary Range</b>    | CAD \$74,293 to \$83,477 Annually |
| <b>Worker Category</b> | Temporary Full Time               |

The City of Markham, an award-winning municipality with more than 353,000 residents, is Canada's high-tech capital and most diverse community, enjoying a rich heritage, outstanding community planning and services, and a vibrant local economy. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices. Diversity is one of Markham's strategic priorities, and we strive to develop and maintain an environment that is inclusive and creates a sense of belonging for all.

Please apply by **October 18, 2021**. While all applications will be received, current members of CUPE 905 (Inside Workers) will be given first consideration. Please submit your resume on <http://bit.ly/2Qh1Pua>. Select current opportunities and apply now.

**Join us and make a lasting difference!**

### **JOB SUMMARY**

Reporting to the Supervisor of Zoning, you will be responsible for interpreting and consistently applying the City's Zoning By-Laws in the processing of building permit and planning applications for compliance with the City's zoning bylaws. In addition you will be responsible for the review of sign permit applications made pursuant to the City's Sign ByLaw. You may be responsible for attending Committee of Adjustment hearings and other zoning related committee meetings in an advisory capacity. You will also be responsible for meeting with or advising the public and internal staff concerning any zoning information requests.

### **KEY DUTIES AND RESPONSIBILITIES**

- Interpreting and consistently applying the City's Zoning By-laws in the processing of Building Permit applications for compliance with City's By-Laws.
- Interpreting and consistently applying the City's Zoning By-laws in the processing of Planning applications for compliance with City's By-Laws.

- Interpreting and consistently applying the City's Zoning By-laws in the processing of minor variance applications for compliance with City's By-Laws.
- Responsible for the review of Sign Permit Applications made pursuant to the City's Sign By-Law
- Responsible for meeting with or advising the public and internal staff concerning any zoning information requests.
- responsible for attending Committee of Adjustment hearings and other zoning related committee meetings in an advisory capacity
- Other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Post secondary diploma in Architectural Technology, Urban Planning Technology, Civil Engineering Technology or suitable equivalent.
- Minimum of three (3) years related municipal experience including minimum one (1) year related Zoning experience.
- Working knowledge of applicable legislation, zoning by-laws, municipal by-laws and processes, planning principals, legal procedures, and applicable laws, statutes and regulations.
- Ability to read and interpret property surveys and reference plans, architectural drawings, site plan drawings and associated documents.
- Ability to read and interpret legally binding agreements, including Subdivision Agreements, Site Plans, Agreements, and Condominium Agreements.
- Post secondary degree in Architecture, Architectural or Building Technology, Planning or a similarly related discipline considered an asset.
- Ability to read architectural, grading, subdivision and site plans.
- Understand and interpret complex legal documents and by-laws.
- Excellent communication skills, both written and verbal and have the ability to read and interpret working drawings, legal documents, provincial Acts and by-laws.
- Knowledge of the Planning Act is necessary and basic knowledge of the Ontario Building Code with particular emphasis on the Building Code Act, Part 1 of Division A and Part 1 of Division C.

### **CORE BEHAVIOURS**

**Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.

**Change & Innovation:** Responds positively and professionally to change and helps others through change.

**Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.

**Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.

**Accountable & Results Oriented:** Demonstrates ethical behaviour and accountability, aligns with City values, and abides by relevant policies and legislation.

**Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

The City of Markham has established a mandatory vaccination requirement for staff related to the COVID-19 pandemic. As a result, should you be a successful candidate for a position with the City of Markham you will be required to provide proof of full vaccination upon a conditional offer of employment. Should you require accommodation in accordance with the Human Rights policy with respect to your vaccine status, you will be required to disclose that at the time of conditional offer so that an accommodation can be developed prior to your start date.