



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Regular Full-Time Permit Intake Examiner **Posting Number:** 003334

Department: Development Services Department **Branch:** Building Services

Location: City Hall

Posting Start Date: 2021/10/06 **Posting End Date:** 2021/10/15 by 4:30pm

Employment Group: CUPE 251 **Salary Grade:** 08, \$35.08 - \$38.97

Standard Weekly Hours of Work: 40.00 **Shift Work Required:** No

Job Description

Reporting to the Manager, Permit Services, this position receives and reviews building permit applications for the erection, alteration, renovation, extension, installation, demolition and repair of all building sizes, types of complexity in accordance to nine programs (ie. Permit Administration, Architectural, Structural, Mechanical, Environmental Separation, Accessibility, Resource Conservation, Zoning/Sign, and Other Applicable Law).

The position is responsible for Permit Administration, including counter duties, permit application intake and acceptance, calculating permit fees, maintaining permit records, and preparation and issuance of related correspondence.

The position is also responsible for Plan Examination, including reviewing permit documentation and determining appropriateness of issuance of building permits by determining compliance with relevant laws, codes and zoning by-laws, and denying and authorizing issuance of building permits.

Finally, the position is responsible for training and education of Permit Issuance process to public, applicants and professionals, which includes enhancing awareness and knowledge of process and permit issuance requirements, developing materials and

training aids, and providing information and support to public, applicants, professionals and designers.

Requirements

Completion of a two year Post Secondary Diploma in Civil or Architectural Technology from a community college, along with two (2) years relevant experience.

Successful completion of Ontario Building Code Parts 9, 11 and Legal courses. Possess BCIN qualification for “The House” and “General Legal and Processes” and willing to obtain qualifications for “HVAC House”, “Plumbing House”, “Small Buildings”

Certification as a Certified Building Code Official (CBCO) and/or Canadian Registered Building Official (CRBO) is considered an asset.

Established PC skills and experience in using relevant software applications (e.g. MS Office Suite).

Excellent interpersonal and customer service skills. Ability to communicate courteously, effectively and with tact, both orally and in writing.

Good organizational skills, possess a sense of thoroughness, demonstrated ability to work on own initiative and ability to work in a stressful environment.

Sound mathematical skills.

Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum Class “G”.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online for this position at <https://oshawa.jobs.net/en-CA/search>.

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The

City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

All City of Oshawa employees are required to be fully vaccinated against COVID-19 as a condition of employment; proof of vaccination status will be requested upon hire. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act