



VACANCY POSTING

POSTING #: CUPE-2021-57 Posting Period: October 13 -29, 2021	EMPLOYEE GROUP: CUPE Local 4700 (Haldimand) POSITION STATUS: Permanent Full-Time Hours worked per week: 35
Position: Building Technician Grade: 7 Wage Range: \$26.009 - \$30.108 / hour (Jan 2021)	Department / Division: Community & Development Services / Building & Municipal Enforcement Services Location: Cayuga, ON

PURPOSE OF POSITION:

Reporting to the Supervisor, Building & Municipal Enforcement Services, the incumbent will:

- Provide general support to Division Management, Senior Building Inspector, Building Inspectors, Senior By-law Enforcement Officer, By-law Enforcement Officers and other members of the Division as it relates to reporting, input and research.
- Provide general information and customer support by-law / building application process to the public.
- Provide Zoning reviews and interpret the zoning by-law as required.
- Provide technical leadership and support to the Division as it relates to the computer software tracking (currently CityView) Portal reporting, building permit process, building inspection process and tracking of building and by-law matters.
- Point of contact for established Builders for permit intake.
- Assist with the creation of Reports for submission to Council (in Committee).
- May be required to assist with applications for various other licences / permits.

EDUCATION & EXPERIENCE:

- High School Grade 12 graduation plus an additional related program of over two and up to three years, or equivalent (for example, Construction or Architectural Technology)
- successful completion of the MMAH Legal Course and Provincial Exam
- successful completion of the OBOA Community Planning & Zoning Administration Course

PLUS

- over two years, up to and including three years current related experience in a building environment and orientation, training and adjustment on the job itself or equivalent to the above.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Working knowledge and understanding of the building permit application, review and issuance processes.
- Basic knowledge of the *Building Code Act* function of the *Ontario Building Code*, Municipal by-laws and other applicable laws required.
- Understanding of the Municipal Zoning By-law and related planning application process (Minor Variance and Re-Zoning applications) an asset.

- Strong communication skills.
- Strong technical and narrative writing skills.
- Proven interpersonal skills to interact with the public, applicants, staff and others in a tactful and professional manner.
- Familiarity of the Council Report writing and submission process.
- Excellent numerical and administrative skills.
- A valid Ontario Driver's License and access to a vehicle as travel is required.

COMPUTER EXPERTISE:

Level 4 - The incumbent must possess intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently
- knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae)

MACHINES OPERATED:

- Computer, general office equipment, calculator, small hand tools (such as tape measure, staple gun), vehicle.

Accountabilities / Tasks

Include, but are not limited to, the following:

- Receive and respond to building permit related inquiries at the counter and over the telephone from public and staff or refer the inquiry to the appropriate source of information.
- Intake and process building permits.
- One point of contact during the permit application process and for established Builders for permit intake.
- Ensure proper documentation is received for each type of building application before application is sent to Building Inspector for plans review.
- Digital building permit support for Building Inspectors and education for the public for the ongoing future.
- Electronic file management.
- Collect related fees and assist with building inspection input.
- Interpret the Zoning By-law as required for Professionals (Lawyers, Engineers, Architects etc.), Politicians, management, staff and the public.
- Utilize extensive diplomacy with external contacts for discussion and resolution of problems by obtaining and explaining detailed information that is usually not understood by the listener.
- Withstand professional, public and political scrutiny (and pressure) where resulting errors may have serious implications on the County's Public image.
- Review site plans of various building proposals for conformity with the provisions of various Zoning By-laws as they relate to permitted uses and applicable development standards of these by-laws.
- Draft and create Zoning, Building and Municipal Work Orders.
- Complete and issue zoning, building construction and Municipal Work Order information letters.
- Check building permit and certificate applications for content and accuracy.
- Input data in the municipal tracking software relative to permits and inspections, etc. ensuring accuracy and extract various statistical reports from the system as required.
- Provide technical leadership and support to the Division staff with specific divisional software, including but not limited to permitting, enforcement, mapping, reporting and tracking requests.
- Draft and prepare Divisional Reports for submission through the Division Manager to Council.
- Proof read reports, letters of response and other documentation.
- Through the use of computer municipal tracking software, monitor permits and applications and bring any which are delinquent to the attention of the Building Inspector and or management.
- Assist the By-Law Enforcement Officers and the Building Inspectors with administrative functions including, but not limited to file / record management tasks.
- Maintain the Building Division Library in good order.

- On a monthly basis, research and compile statistical, technical and other information reports for the Supervisor and/or the Manager.
- Respond to public inquiries regarding zoning, building permit, plumbing permit, sign permit and pool enclosure permit and on-sight sewage disposal permit requirements as required.
- Draft correspondence for Division Management and other Division staff when and as required.
- Other duties / projects as assigned by the Division Supervisor and/or Manager.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | NO |
| - a pre-hire physical | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.