



Town of Erin

Plans Examiner

Job description and duties are currently under review

Business Unit: Building & Enforcement

Position Title: Plans Examiner

Reports To: Director of Building/Enforcement & CBO

PURPOSE & SCOPE OF POSITION

Under the direction of the Chief Building Official, the Plans Examiner shall be responsible for reviewing and examining various permit applications and drawings to determine acceptance or refusal based on accordance with the requirements outlined in the Building Code Act (BCA), the Ontario Building Code (OBC), Town by-laws and any other applicable laws. The incumbent in this position will issue building permits while adhering to the mandated timeframes in accordance with the BCA, assist with administration of development charge by-laws, provide technical and procedural information to customer inquiries over the counter, by telephone, or by email. If you are a self-starter, future focused and looking to be part of a fast- paced team, we want to hear from you.

Position Requirements

Education and Certifications

- Post-secondary diploma, degree and/or certificate in architecture, civil engineering or related field.
- Successful completion of the Building Code legal and technical examinations.
- Must be qualified with the Ontario Ministry of Housing in a category of qualification set out in the OBC for house, plumbing – house, HVAC – house and on-site sewage systems.
- Must be qualified with the Ontario Ministry of Housing in a category of qualification set out in the OBC for small buildings, building structural, building services detection, lighting and power and fire protection or working towards completion of qualifications.
- Must have or be eligible for membership in the Ontario Building Officials Association (OBOA).
- Must be in good standing with OBOA and have CBCO/BCQ certification, or working towards certification.
- Must have a comprehensive understanding of the Ontario Building Code and Building Code Act.

Experience and special requirements

- 3-5 years of related experience in the field or equivalent combination of experience and education in the field.
- Proficiency in MS Office Suite.
- Experience with Bluebeam and Keystone is considered an asset.
- Great organizational and communication skills.

Major Responsibilities

- Performing technical review, analysis and approval of all plans, specifications, and other documents being submitted for building permit approval.
- Recommends corrective measures and provides alternatives for achieving compliance for plans and specifications that do not meet Code requirements and standards.
- Provides assistance to the CBO in the enforcement of the Building Code Act, the OBC, Fire Code and other applicable laws.
- Provide review of plans, documents and specifications to ensure compliance with the OBC, Fire Code and other applicable laws.
- Review and approve sewage system applications.
- Provide advice on methods and materials of general construction, Building Code and Building Code Act, septic and sewage design and construction, local by-laws and other applicable legislation and applicable laws.
- Must be able to read and understand technical drawings along with technical reports, documents and correspondence related to construction.
- Maintain and update records pertaining to building permits. Utilize computer system and policies and procedures to ensure proper documentation.
- Keep abreast of all OBC and changes, amendments and updates to ensure applications are compliant.
- Administrative support where required.
- Other duties as assigned.

Working Conditions and Environment

- This position will be based out of the Town Offices.
- Office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- This is a 40-hour a week position.
- The salary range for this position is \$78,707 - \$92,060

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4:00 pm on November 30th 2021

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.