



HOUSING ZONING BUILDING EXAMINER

Four (4) permanent, full-time positions – Toronto, ON

An experienced professional, knowledgeable in all aspects of building construction and related legislation, and skilled in customer service, you welcome this opportunity to promote and ensure code, by-law and regulatory compliance as part of the Toronto Building Division team.

Reporting to the Manager, Plan Review, and calling on your strong development process background in the building construction field, you will examine plans and related documents for residential building permit applications to ensure compliance with the Ontario Building Code, Zoning By-Law and related regulations.

MAJOR RESPONSIBILITIES

Your primary responsibilities as a Housing Zoning Building Examiner will be varied, but you'll be expected to:

- Examine, correct, sign and approve plans and specifications submitted for residential building permit applications within fast track time frames. Ensure compliance with the Building Code, Zoning By-Law and Applicable Laws. Verify that materials and methods of construction meet approved standards and construction practices
- Research, and refer to, records, zoning maps, plans of survey and property data maps for restrictive By-Laws and zoning designations. Ascertain exact locations of property corner lots, public lanes, rights of way, etc., and provide guidance on the building permit process
- Liaise with applicants, owners, other divisions and agencies to obtain approvals
- Analyze, verify and apply information from the Committee of Adjustment and Ontario Municipal Board (OMB) decisions, files, plans, assessment rolls and By-Laws
- Prepare examiners' zoning and building code deficiency notices and document examination details on prescribed forms
- Perform calculations to evaluate land use restrictions, construction costs, permit fees and applicable charges. Prepare related correspondence
- Input and update application information into the divisional database
- Approve residential applications for permit issuance
- Answer inquiries related to residential construction with respect to the Ontario Building Code, Zoning By-Law and Applicable Laws
- Discuss technical issues such as Building Code and Zoning By-Law on related permit applications with inspection staff and attend sites, as necessary, with the inspector to resolve construction problems
- Appear and give evidence in court and at Ontario Municipal Board hearings on zoning and Building Code matters

KEY QUALIFICATIONS

Your application for the role of **Housing Zoning Building Examiner** must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline pertinent to the job function, such as architectural technology, building science or civil engineering technology, or an equivalent combination of education and experience.
 2. Considerable experience in a building construction environment, with an emphasis on the development process.
 3. Experience working with the Zoning By-Law and Ontario Building Code.
 4. Experience using a computer for data entry and information retrieval, including electronic mark-up of submitted plans.
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You must also have:

- Possession of, or ability to pass the tests for, the following Ministry of Municipal Affairs and Housing BCIN qualification requirements for building officials: General Legal and House.
- Ability to read and interpret surveys, site plans, and architectural and structural drawings, and perform accurate calculations pertaining thereto.
- Excellent customer service and interpersonal skills, with the ability to maintain good relations in a team environment.
- Knowledge of, and ability to apply, the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Knowledge and understanding of all aspects of building construction and related legislation.
- Good verbal and written communications skills, with the ability to maintain positive relations in a team environment.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

NOTE: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/) < <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/> >.

Wage Range: \$39.52 - \$43.28 per hour

Toronto is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit jobs.toronto.ca or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://www.linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://www.facebook.com/CityTOjobs).

How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 22298**, by **Monday, December 6, 2021**.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US). Learn more about the City's [Hiring Policies and Accommodation Process](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.
