

Architectural Plans Examiner II (One Year Contract – Temporary Full Time)

Salary: \$79,849 to \$89,313 CAD Annually

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.

Applications are now being accepted for the above temporary full-time position in the Building Standards Department, Development Services Commission. While all applications will be received, current members of CUPE 905 (Inside Workers) will be given first consideration. To apply for this position, please submit your cover letter and resume online by **December 10, 2021**.

Job Summary

Reporting to the Supervisor, Plans Review, you will be responsible for reviewing assigned plans of buildings of all levels of complexity submitted with building permit applications and ensure that such applications fully conform to the requirements of the Ontario Building Code and all applicable acts, regulations, by-laws and policies.

Key Duties and Responsibilities

- Accurately reviews assigned permit applications in accordance with departmental practices and service levels and ensures that permit documents within the scope of responsibility are in compliance with the Ontario Building Code, referenced standards and any applicable law
- Review the structural design of houses and small residential accessory buildings for compliance with the requirements of the Ontario Building Code and all referenced standards
- Provide verbal and written interpretation of the Ontario Building Code and referenced standards to the general public, designers, contractors, Architects and Professional Engineers
- Accurately verifies gross floor area, area of work, permit fee & construction value multipliers in accordance with the Building By-Law & other departmental

standards and where applicable, Development Charges values in accordance with Development Charges Bylaws

- Where necessary, considers alternative solution proposals having reasonable regard for the intent of the building code requirement, established policy, standard practices, professional experience and documented peer consensus and where necessary makes recommendations to Manager of Plans Review
- Provide expert witness in court proceedings where necessary
- Accompany the building inspector and conduct on site inspections where necessary
- Aware and understand new policies, code revisions and legislation

Job Requirements

- Community College Diploma in Civil Engineering or Architecture
- Minimum of five years experience related to the review/inspection and/or design/construction of Part 3 and Part 9 buildings
- Candidates must meet the requirements of the Small Buildings, Complex Buildings and Building Services (or Detection, Lighting and Power) categories of qualification in accordance with the Building Code Act. Candidates not meeting the requirements of those categories may be considered subject to the terms of an approved internship program
- Proficient in computer applications such as Word, Excel and structural software
- Excellent communication skills
- Strong customer service and problem solving skills
- Knowledge of good engineering and construction practice
- Tact and diplomacy

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 behavior 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.