



About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully.
#BeTheReason

JOB POSTING

JOB ID #: 18267

Zoning Examiner/Code Correlator
Planning & Economic Development
Building Division
71 Main Street West

NUMBER OF VACANCIES: 1 Full-Time Temporary

UNION/NON-UNION: CUPE Local 5167 Inside

HOURS Of WORK: 35.00 per week

GRADE: K

SALARY/HOUR: \$37.111 - \$42.172 per hour

*Note: See appropriate Collective Agreement or the Non-Union Salary Range for details.

STATUS/LENGTH: Up to 12 months

Job Description ID #: 1772

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES

Reporting to the Supervisor of Zoning, examines and approves plans in accordance with Zoning, Municipal and Site Plan Control By-laws and other relevant legislation. Issues zoning verifications and property

reports. Composes written reports for enquiries from public, other civic departments, committees, boards and commissions.

GENERAL DUTIES

Examine and approve building permit applications and plan for zoning compliance with By-law Provisions and other relevant legislation for buildings, lands, uses of proposed additions, alterations and new developments of all public, institutional, commercial, industrial and residential designations.

Interpret zoning by-laws and other relevant legislation.

Search zoning maps, surveys and property files, development agreements and other specific and relevant Municipal By-laws, policies, Provincial Acts and regulations to verify compliance with the Zoning By-law.

Analyze and calculate development requirements.

Determine acceptance or refusal of building permit applications based on conformity with applicable legislation.

Research, complete and issue zoning verifications and property reports.

Compose reports and correspondence to other departments, professionals, Council, Committees and the public.

Receive and answer enquiries from staff, public, elected officials, developers, contractors, engineers, architects, lawyers and realtors.

Meet, advise and communicate with staff, public, other departments, design professionals, lawyers and realtors on regulations, procedures, revisions and modifications for building permit applications.

Liaise with Boards and Commissions such as Liquor Licence Board of Ontario.

Represent department at meetings.

Assist with enquiries at counter.

Investigate and follow up on approvals relevant to permit issuance.

Instruct counter staff on zoning related matters.

Review and advise on proposed plans of subdivisions and other developments.

Retrieve data.

Testify in court and Ontario Municipal Board hearings.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. A minimum of a Community College Diploma in Urban and Regional Planning Technician program.
2. Previous work experience reviewing planning act applications and building permit applicants.
3. Qualification for full membership within the Canadian Association of Certified Planning Technicians (C.A.C.P.T.) is preferred.
4. Thorough knowledge of Zoning By-laws and relevant legislation.
5. Must possess numerical aptitude and analytical skills.
6. Demonstrated ability to organize and prioritize workloads.
7. Experience in a computerized environment. Working knowledge of Word and Excel and the Windows Operating System
8. Demonstrated ability to communicate effectively both verbally and in written form.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Candidates can apply here:

<https://www.hamilton.ca/jobs-city/current-opportunities>