



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](#) moving us forward towards [The Brampton 2040 Vision](#).

PLANS EXAMINER, CUSTOMER SERVICE

POSTING NUMBER: 104251

STARTING SALARY: \$67176.20 PER ANNUM

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Plans & Permits, provides preliminary plans assessment to determine completeness and adequacy of permit applications; performs detailed plans review submitted for permit application for construction of small buildings, housing and miscellaneous projects; provides technical assistance to customers and the general public over the counter and responds to telephone enquiries.

- Provides preliminary plans assessment to determine completeness and adequacy of permit applications.
- Performs detailed plans review submitted for permit application for construction of small buildings, housing and miscellaneous projects.
- Provides technical assistance to customers and the general public over the counter and responds to telephone enquiries.
- Liaises with building inspectors for resolution of design and construction issues and permit application status.
- Performs calculations for the determination of fees, construction value and development charges.
- Liaise with design professionals, contractors, owners, fire prevention officers and other agencies in the completion of plans review.
- Updates and maintains the Building Department Library.
- Maintains current knowledge of the Ontario Building Code and all related standards referenced therein.

- Updates the computer tracking system for application status review and permit issuance.
- Performs other similar and related duties as assigned.

SELECTION CRITERIA:

- High School (Grade 12) graduation plus an additional program of over one year and up to two years in Architectural or Engineering Technician or equivalent.
- Over one (1) year, up to and including two (2) years in a regulatory environment or direct experience in construction or design.
- Successful completion of the provincial qualification examinations for: Legal Processes, House, Small Buildings, Building Services and Building Structural.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent
Job Type: Union

Applications must be received by: January 18, 2022

Alternate formats will be provided upon request.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online **by clicking the button above** quoting **reference #104251 by January 18, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874-2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.

(for iCIMS remember to insert diversity logo image from file library)