



ZONING EXAMINER

Job ID: 23920

Job Category: Audit, Compliance & Inspections

Division & Section: Toronto Building, Scarborough District & East York District

Work Location: Various, please see below

Job Type & Duration: Full-time, 1 Permanent, 2 Temporary (12 month) vacancies

Hourly Rate and Wage Grade: \$42.09 - \$46.12, TF0255, Wage Grade 13

Shift Information: Monday to Friday, 35 Hours per Week

Affiliation: L79 Full-time

Number of Positions Open: 3

Posting Period: 07-Jan-2022 to 28-Jan-2022

Locations:

- Scarborough Civic Centre (150 Borough Drive) – 1 permanent & 1 temporary vacancy
- City Hall (100 Queen Street West) – 1 temporary vacancy

Zoning Examiner

Reporting to the Manager, Plan Review, the Zoning Examiner will examine and approve plans submitted for approval for compliance with the applicable Zoning By-Laws and other By-Laws and regulations of the City and other applicable laws for the purposes of issuing building permits.

Major Responsibilities:

- Examines, corrects, signs and approves plans and specifications submitted for compliance with the City Zoning By-Laws, related By-Laws and regulations, municipal code and other applicable laws for all types of buildings and structures within the timeframes specified in the legislation
 - Reviews proposals made under the Certificate of Zoning Compliance and Applicable Law program resulting in the issuance of Certificate of Zoning and Applicable Law compliance
 - Conducts preliminary plan examinations for applications made under the Preliminary Project Review program. Issues notices of non-compliance for zoning and other related Municipal clearances
 - Performs mathematical calculations to evaluate land use restrictions such as lot size, density, landscaping, height, setbacks and angular planes, loading and parking requirements
 - Notifies owner and/or applicant in writing and/or by telephone of status of plan review
 - Calculates applicable charges related to building permit applications
 - Conducts preliminary plan examinations and advises applicants of required changes, and informs them of divisional procedure, in order to facilitate the plan review process
 - Provides information to Facilities and Real Estate Division for Park Levy determination
 - Advises City staff (Building, Planning, Transportation divisions) regarding procedures and requirements for all permits
 - Responds to general inquiries over the phone and/or in person related to City Zoning By-Law and related By-Laws
 - Liaises with applicants, owners, other divisions, agencies and levels of government
 - Meets with City staff to discuss, and provide written comments on, proposed Zoning By-Laws and site plans for site plan approval
 - Determines which other divisions or agencies are involved in approving applications and forwards plans and obtains their approval
 - Reviews specifications and provides written comments on proposed uses to Municipal Licensing and Standard Division, and LLBO; and processes permitted use letters
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- Appears and gives evidence in court or the Ontario Municipal Board (OMB)
- Views documents on file with the Committee of Adjustment to confirm that drawings submitted for permit application are substantially in accordance with those on file with Committee of Adjustment. Checks transcripts when variances are missed to determine, among other things, if there was opposition to the proposal
- Amends updates and cross-references zoning and related By-Law texts and maps, and maintains records of Ontario Municipal Board (OMB) and City Clerk approval of By-Laws
- Performs site inspections to confirm zoning uses, existing parking facilities, etc.
- Provides written comments to Council, Management and other City staff on policies and interpretation of By-Laws and regulations
- Prepares examiners' notices and documents examination details. Inputs and updates divisional database
- Represents the Division at various committees and meetings
- Trains and mentors staff

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline such as urban planning, architectural technology, science of building design, civil engineering technology, or an equivalent combination of education and experience.
2. Experience reading and interpreting surveys and architectural drawings for compliance with Zoning By-Laws.
3. Experience reading and interpreting By-Laws, agreements, regulations and other documentation.

You must also have:

- Must possess and be able to maintain a valid Ontario Class "G" Driver's License and access to a properly insured vehicle.
- Ability to make complex calculations for various fees and charges, and Zoning By-Law compliance.
- Highly developed verbal and written communication skills.
- Good knowledge of Zoning By-Laws and planning principles.
- Good interpersonal, problem-solving and conflict management skills.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.
- Ability to work well autonomously or within a group or team environment.
- Ability to handle confidential and sensitive information with discretion and tact.
- Ability to deal effectively and courteously with customers, the general public and all levels of staff by telephone, in person and in writing.
- Ability to work in a customer service 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/> >.

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 23920**, by **Friday, January 28, 2022**.

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 >.
