

Plans Examiner - Generalist POSTING 202233

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

As an appointed inspector under the Building Code Act Building Plans Examiner is responsible for plans review of design documentation submitted by applicants for building permits for houses and small buildings (classified as agricultural, commercial, residential and industrial buildings having an area less than 600 m² and height less than 3 storeys) as well as for on-site sewage disposal systems to ensure compliance with the Ontario Building Code, Building Code Act, Applicable law, Technical Standards and all other applicable legislations, standards, and by-laws.

Accountabilities:

- Review drawings, calculations, reports and specifications for houses, small buildings and on-site sewage disposal systems submitted in support of building permit applications to ensure conformity with the Ontario Building Code, Building Code Act, Applicable Law, Technical Standards, and all other applicable legislations, standards, and by-laws regarding architectural, structural, electrical, plumbing, HVAC, energy efficiency and on-site sewage disposal systems requirements
- Evaluate design documentation (drawings, calculations, reports, test results, etc.) submitted by designers on alternative solution proposals to determine whether the proposal provides the level of performance required by the prescriptive requirements of the Ontario Building Code
- Evaluate the alternative materials, systems and processes used in the construction to determine whether they provide the level of performance proposed by the approved building permit documentation
- Prepare plans examination reports and advise the applicants (owners, agents, Designers, code consultants, contractors) about the nature of any non-conformity on building plans. Where appropriate suggest code compliance options for customer consideration
- Coordinate communication between involved parties including various designers, contractors, and owners/applicants
- Respond to inquiries from designers, builders, homeowners, and general public at counter and by telephone with respect to construction requirements and architectural, structural, HVAC, plumbing, energy efficiency & on-site sewage disposal systems requirements of the Ontario Building Code
- Recommend changes to plans examination procedures resulting from changes to regulations and standards
- Provide effective pre-permit application and front counter review of submitted plans for completeness. Calculate construction value-based fees, confirm all Other building permit fees and confirm designers' qualifications for compliance with the Ontario Association of Architects, Professional Engineers of Ontario and Ontario Building Code Qualification requirements
- Act as internal consultant to building inspectors regarding construction and OBC requirements for houses and small buildings

- Participate with the Manager and Other Building Services Staff in providing Building Code related comments on various planning development applications
- Represent the Town before the courts and the Building Code Commission as a witness for the Town as required
- Represent the department on code related technical committees established to provide support to building officials in Ontario in matters related to interpretation and uniform application of code requirements
- Make timely, practical, and appropriate decisions based on knowledge, expertise, and particulars on the situation
- Provide the highest standard of customer service for both internal and external customers in compliance with legislation and Town standards
- Ensure proper and consistent application of the technical standards and established procedures
- Provide and maintain accurate records of plans review processes in AMANDA
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupation Health and Safety Act
- Perform all other job-related duties as directed

You possess:

- Bachelor's Degree in Architecture, Civil or Mechanical Engineering
- Five years of experience in administration and enforcement of the Ontario Building Code and a minimum 5 years of related design and construction experience
- Successful completion of qualification examinations and registration with the Ministry of Housing for the following categories: General Legal, House, Small Buildings, Building Structural, Plumbing House, Plumbing All Buildings, HVAC - House, Building Services, On-site Sewage Systems and Detection, Lighting & Power
- Certified Building Code Official (CBCO) Designation
- In-depth theoretical and practical knowledge of the Building Code Act and Architectural, Structural, Building Mechanical, Plumbing, On-site Sewage disposal systems, Electrical and Energy Efficiency requirements of Parts 1, 2, 5, 6, 7, 8, 9, 10, 11, and 12 of the Ontario Building Code and Supplementary Standards SB-12 as they relate to houses, small buildings, and on-site sewage disposal systems
- In depth knowledge of building materials, designs, processes, construction principles and all applicable standards
- Thorough knowledge and understanding of all aspects of building construction and building sciences
- In depth knowledge of the Building By-law and Pool Enclosure By-law
- Working knowledge of the Provincial Offences Act, the relevant sections of the Occupational Health and Safety Act and Regulations for Construction Projects
- Proficiency in permit and inspection tracking software system AMANDA and Microsoft Office applications (Outlook, Word)
- Excellent communication, record keeping and report writing skills
- Strong time management and organizational skills including the ability to work well under pressure and meet legislated and corporate timelines
- Good judgment and decision-making skills
- Strong customer service orientation and ability to work effectively in a team environment
- Ability to maintain and update current knowledge, skills and professional certifications and registrations to meet organizational and provincial standards

- Good judgment, and decision-making skills
- Ability to conduct detailed research and properly analyze designs submitted for review, with close attention to detail and accuracy
- Ability to complete job duties including working in a busy customer focused environment and completing site inspections as required
- Valid driver's license and access to and use of a personal vehicle

Compensation:

The salary for this position (35 hours per week) is \$80,648 - \$96,051 per annum.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., June 14, 2022. Please quote Posting 202233 on your cover letter.

Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca