

Application Technologist/Examiner

Posting Id	1380
Department	Planning and Infrastructure Department
Division	Building Division
Section	Plans Review and Compliance
Job Grade	Contract SEA Grade 04
Rate of Pay	\$32.85 - \$38.64 Hourly
Job Type	Part Time - Contract
Contract Length/End Date	2 year contract
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	06/06/2022
Application Deadline	06/27/2022

Position Summary

Reporting to the Supervisor of Plans Examination, the Application Technologist/Examiner is responsible for providing advice and direction to the public regarding the building permit process, application requirements, general building advice, upstream approvals and for accepting, processing and issuing building permits.

Key Duties and Responsibilities

- Respond to enquiries via phone, email and in-person regarding the building permit application process, Ontario Building Code, and permit requirements.
- Understand and communicate all permit processes and direct applicants to appropriate departments or agencies for additional approvals when required
- Provide application intake service for all permit application types including screening drawings for acceptability of submissions, completeness of drawings and compliance with applicable law
- Complete markups on drawings for examiners as requested
- Create electronic files for each application, organize circulation folder with all hard copy drawings to maintain accurate records
- Coordinate revised drawing submissions between applicant and plans examiners
- Ensure all final administrative tasks (fees and documents) are completed prior to permit issuance.

Education and Experience

- High school diploma, plus additional courses related to the Building Code, building design or construction processes.
- Post-secondary education in Construction/ Architecture/Engineering is required
- Ontario Building Code courses are required
- 2 years related experience in architectural building design, Ontario Building Code enforcement, working within a Municipal Building Department or construction

Required Skills/Knowledge

- Proficient in Microsoft Office Suite

- Good communication skills, both written and verbal
- Exceptional customer service skills, and experience dealing with the public
- Able to remain calm under duress and maintain professional composure when subject to significant opposition from customers
- Integrates well in a team environment accomplishing common goals and interacting and coordinating work between multiple team members
- Able to work independently and remotely from time to time
- Thorough understanding of the municipal building permit process
- Exhibits considerable patience and understanding in dealing with applicants unfamiliar with building and development processes
- Able to read and understand construction drawings
- A comprehensive understanding of BlueBeam Revu or similar digital mark up software is considered an asset
- Willingness to work in a digital environment

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Please note, to be considered for a career opportunity at the City of Richmond Hill you must have received the full series of a COVID-19 vaccine approved by Health Canada (or the World Health Organization). You may also be required to receive any COVID-19 boosters recommended by public health authorities. The City of Richmond Hill will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.