



*City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.*

**Posting Number:** 003691

**Job Title:** Temporary Full-Time Plans Examiner

**City:** Oshawa **Province:** Ontario

**Employment Group:** CUPE 251 **Wage Rate:** 10, \$39.73 - \$44.14

**Standard Weekly Hours of Work:** 40.00 **Shift Work Required:** No

**Posting End Date:** 2022/07/04 by 4:30pm

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## **Job Description**

Reporting to the Manager, Permit Services, this position reviews and authorizes the issuance of building permits for the erection, alteration, renovation, extension, installation, and repair of Part-9 (Small Buildings), Part-3 (Large buildings) as assigned and designated structures in accordance to ten programs (ie. Architectural, Structural, Mechanical, Environmental Separation, Accessibility, Septic Sewage System, Change of Use and Renovation, Resource Conservation, Zoning/Sign, and Other Applicable Law). The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

## **Responsibilities:**

The position is responsible for Plans Examination including reviewing permit documentation under the 10 Examination Programs to determine authorization or denial for issuance of building permits; Permit Administration including counter duties, application in-take, permit issuance, correspondence, municipal addressing of properties; Complaints investigations; training and education of public, applicants and professionals, receiving and researching Freedom of Information Requests; and providing support and research for Building Code Commission and Court appearances.

## **Requirements:**

Completion of a three year Post Secondary Diploma in Civil or Architectural Technology from a community college, along with three (3) years relevant experience.

Successful completion of Ontario Building Code Parts 9, 11 and Legal courses. Possess BCIN qualification for Small Buildings, The House, General Legal & Processes, Plumbing House, HVAC House, On-site Sewage Systems and willing to obtain qualifications for Large Buildings, Building Services, Fire Protection, Building Structural and Detection, Lighting & Power.

Certification as a Certified Building Code Official (CBCO) and/or Canadian Registered Building Official (CRBO) is considered an asset.

Heating, Refrigeration and Air Conditioning Institute Certification and complete of Fire Certificate (Sprinkler and Fire Alarm) is considered a definite asset.

Have a sound working knowledge of current building construction materials, methods and techniques, the provisions of the Ontario Building Code and various related technical standards and other Provincial and Federal Regulations dealing with building construction.

Established PC skills and experience in using relevant software applications.

Excellent interpersonal and customer service skills. Ability to communicate courteously, effectively and with tact, both orally and in writing.

Good organizational skills, demonstrated ability to work on own initiative and ability to work under pressure in order to meet deadlines.

Sound mathematical skills.

Possession and maintenance of a valid unrestricted Ontario Driver's License, minimum Class "G".

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online to this position at: <https://oshawa.jobs.net/en-CA/search>

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*All City of Oshawa employees are required to be fully vaccinated against COVID-19 as a condition of employment; proof of vaccination status will be requested upon hire. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at [humanresources@oshawa.ca](mailto:humanresources@oshawa.ca) or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*