



HUMAN RESOURCES
City Hall,
P.O. Box 1539,
500 Dundas Street,
Woodstock, On N4S 0A7
Telephone (519)539-2382 ext 2202

Building Technician

To be considered for this position, applicants must possess the following minimum qualifications:

- Minimum 3 year college diploma as a Civil, Construction or Architectural Technologist, or related discipline
- Successful completion of Ministry of Municipal Affairs and Housing qualifications,
- excellent communication skills and experience dealing with people,
- good organizational and computer skills,
- experiences in a similar position and CBCO designation are assets,
- valid Class "G" Drivers Licence.

Duties:

1. Receives and processes all building permit applications and ensures building permit applications are complete.
2. Performs plan examination for small residential Part 9 buildings and structures for compliance to the Ontario Building Code, related municipal by-laws and other applicable laws.
3. Examines plans for compliance to applicable zoning by-law and other by-law provisions. If by-law provisions are not met, assists applicants with achieving compliance.
4. Answers verbal and written enquiries regarding various regulations, policies, and procedures to architects, engineers, designers, constructors, and the public within their area of responsibility.
5. Provides building code and zoning information to the public.
6. Provides comments and review of zoning, consent and minor variance applications.
7. Ensures that all other required approvals are obtained prior to permit issuance.
8. Processes, records and maintains all building permits using computerized permit database.
9. Determines, calculates, collects and records all applicable fees (including but not limited to; permit fees, development charges, and cash-in-lieu of parkland and damage deposits, water meters).
10. Balances cash receipts and forwards fees to the Treasury Department.
11. Prepares correspondence using Microsoft Office software. Works with building permit software.
12. Prepares statistical reports including but not limited to; monthly and annual building reports for Statistics Canada, CMHC, MPAC, City Council, other city departments and various public service organizations.
13. Maintains confidentiality regarding material that is processed.
14. Works with other departments, Ministry of Housing, Ministry of Labour, Registry Office, Oxford County Planning, MPAC, and the Public.
15. Position requires adherence to Provincial legislated Code of Conduct as set for and enforced by the Corporation, as well as municipal policies as set forth by the Corporation.
16. Maintain qualifications as determined by the Ministry of Municipal Affairs and Housing
17. Performs other related duties as assigned from time to time.
18. Works with general supervision.

Salary rate is \$30.11- \$35.40 per hour as per Schedule "A" of the collective agreement.

Resumes and cover letters will be received online at <http://careers.cityofwoodstock.ca> no later than 4:00 p.m. **July 13, 2022**

The City of Woodstock is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted.