



# Hamilton

## About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

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**JOB ID #: 19377**

**Plans Examiner - Periodic  
Planning & Economic Development  
Building Division  
Hamilton City Hall**

**NUMBER OF VACANCIES:** All current and upcoming full-time temporary vacancies for the period of August 17, 2022 to February 17, 2023

**UNION/NON-UNION:** CUPE Local 5167 Inside

**HOURS OF WORK:** 35.00 per week

**GRADE:** L

**SALARY/HOUR:** \$39.503 - \$44.890 per hour

\*Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

**STATUS/LENGTH:** Up to 18 months

**Vaccine Verification** – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

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## **SUMMARY OF DUTIES**

Reporting to the Supervisor, Plan Examination, responsible for review, examination and approval of plans and specifications to determine compliance with the Ontario Building Code, Subdivision Agreements and other relevant legislation for issuance of building permits. Responsible for training and acting as a resource for other staff.

## **GENERAL DUTIES**

Issue building permits for Part 9 residential buildings such as townhouses, one and two family dwellings, change of use permits, conversions, repairs, and accessory structures.

Examine, amend and approve architectural, structural and mechanical plans and applications for building permits.

Administer Ontario Building Code and other applicable law.

Review and approve design of on-site sewage systems and farm buildings.

Train and act as technical resource for staff.

Research zoning maps, survey and property files to verify compliance with Zoning By-Laws and Subdivision Agreements.

Maintain divisional files for subdivision agreements.

Determine that materials and methods of construction meet approved standards.

Analyze and calculate structural design loads.

Determine acceptance, or refusal of building permit applications based on conformity with applicable legislation.

Work in co-ordination with other regulatory bodies, staff and other agencies such as Fire Prevention Bureau, Niagara Escarpment Commission, and Conservation Authorities in matters relating to permit issuance.

Receive and answer inquiries from public, staff, contractors, architects, engineers, lawyers and realtors.

Advise, communicate and liaise with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practises, regulations and procedures.

Investigate and follow up on approvals relevant to permit issuance.

Advise owners and building inspectors/plans examiners on procedures and regulations where deviations or revisions have occurred after issuance of building permits.

Input and retrieve data.

Assist with administration and interpretation of Development Charge By-Laws including answering inquiries, performing calculations, and collecting fees.

Prepare and provide reports and evidence for Building Code Commission and Ontario Municipal Board hearings and court for enforcement of Building Code regulations.

Compose correspondence.

Attend training courses as required.

Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Knowledge of the Ontario Building Code, construction practices, structural design and engineering principles normally acquired by the completion of a Community College Diploma from an Architectural or Civil Engineering Technology Program or equivalent combination of education and relevant work experience.
2. Eligible for OBOA certification.
3. Must be eligible to be appointed as an inspector under the Ontario Building Code Act and must successfully meet the following required qualifications:
  - General Legal/Process
  - On-site Sewage Systems
  - HVAC - House
  - House
4. Demonstrated relevant Municipal Building Department experience.
5. Ability to interpret construction plans.
6. Experience in a computerized environment. Working knowledge of Word and Excel.
7. Ability to communicate effectively both verbally and in written form.

**All interested applicants are to apply to this position on our website by Wednesday August 17<sup>th</sup> at 11:59p.m at [www.hamilton.ca/careers](http://www.hamilton.ca/careers) and reference Job ID #19377.**

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Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

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