



TEMPORARY EMPLOYMENT OPPORTUNITY PLANS EXAMINER

An excellent career opportunity awaits you at the Town of Huntsville.

Due to a secondment within the department, a one (1) year contract position is being offered by the Building Department for a Plans Examiner.

Under the general direction of the Chief Building Official, the Plans Examiner shall provide a high level of customer service, advice and interpretation as it relates to the Ontario Building code and provide technical support to the Building Department. The incumbent will be responsible for receiving, processing and the issuance of building permit applications. These tasks will include receiving applications, reviewing plans, preparing letters and reports used in connection with all building permits, and assisting inspectors in the field as assigned.

Ideally, the successful candidate will possess a diploma in Civil Engineering Technology, Architectural Technology or equivalent and/or qualifications set out in the Ontario Building Code (BCIN): General or CBO Legal, house, Small Buildings, Plumbing-House, HVAC-House and On Site Sewage Systems. Along with possessing excellent oral and written communications skills, the individual shall have the ability to present and speak to a variety of audiences. In addition, the candidate must have strong analytical skills as well as an ability to work independently. The candidate must also possess a valid Class G driver's license.

The hourly rate range for this position is \$28.91 to \$31.87 based on 35 hours per week and training dollars have been allocated to this position to support advancement with BCIN qualifications.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation, we will work with you to meet your needs. Qualified applicants are invited to submit a resume to the undersigned no later than 4:00 p.m. on September 23, 2022.

Human Resources Department

PLANS EXAMINER

37 Main Street East

Huntsville, ON, P1H 1A1

Email: hr@huntsville.ca

We thank all candidates for their interest and advise that only those selected for an interview will be contacted. The Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace. Personal information submitted will be used for the purposes of this competition only, in accordance with the Freedom of Information and Protection of Privacy Act.

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