



The Township of Oro-Medonte requires a **Permit Coordinator/ Junior Plans Examiner**

Located in the heart of Ontario's playground, between the cities of Barrie and Orillia, the Township of Oro-Medonte is a picturesque and progressive community which prides itself on its rich heritage and unparalleled recreational opportunities, making it one of Ontario's premier quality of life communities.

The Township of Oro-Medonte is currently seeking applicants for a **6 month full time contract position** of "**Permit Coordinator/Junior Plans Examiner**". Applicants will be considered in accordance with the terms outlined in the Collective Agreement.

Reporting to the Deputy Chief Building Official, the Permit Coordinator/Junior Plans Examiner will join the Development Services Department - Building Division intent on maintaining a superior level of service to the public. Provides advice and interpretation as it relates to the Ontario Building Code and provision of customer service for Department. Responsible for intake and review of building permit applications required by Ontario Building Code, Provincial Legislation regarding building construction, alterations, additions, renovations, relocations and demolitions.

KNOWLEDGE:

- a) Minimum of 2 years' experience in Municipal Government with working knowledge of the Ontario Building Code Act, applicable law and Regulations;
- b) Must hold or be working towards obtaining your Certified Building Code Official designation;
- c) The following Provincial Designations are required:
 - i. General Legal/Process for Inspector;
 - ii. House;
 - iii. Small Buildings;
 - iv. Plumbing – All Buildings;
 - v. HVAC – House;
 - vi. On-site Sewage;
 - vii. Building Services;
 - viii. Detection, Lighting & Power;
 - ix. Building Structural;
 - x. Fire Protection.
- d) Architectural Technologist, Applied Science Technologist, Certified Engineering Technologist or similar designation a requirement;
- e) Ability to read and understand plans, blueprints and building construction drawings;
- f) Must hold the appropriate motor vehicle licence (G) classification as outlined by Government Regulations.

This is a contract bargaining unit position and offers a salary commensurate with experience and education with a salary range of \$28.22 to \$33.93 per hour (2022 grid). Please address your resume to the attention of **Tamara Obee CHRL, Director, Human Resources**, and deliver by **12:00 noon, Friday, September 30th, 2022**.

Township of Oro-Medonte
148 Line 7 South, Oro-Medonte, ON L0L 2E0
Phone (705) 487-2171 Email: careers@oro-medonte.ca

A detailed job description is available on our website www.oro-medonte.ca

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.