



POSITION VACANCY

Call Number:	2022 - 68
Position:	Senior Plan Examiner - Mechanical
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	City Hall, 4310 Queen Street, Niagara Falls
Hourly Rate:	\$47.00 \$50.00 (after 200 working days)
Date Posted:	September 16, 2022
Closing Date:	September 30, 2022 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, September 30, 2022.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Planning, Building and Development

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Senior Plan Examiner – Mechanical

DIVISION: Building

RESPONSIBLE TO: Manager of Building Services

POSITION SUMMARY: Under the direction of the Director of Building Services/Chief Building Official to: process permit applications and issue permits for all building classifications in accordance with the Ontario Building Code (OBC) and applicable law.

EQUIPMENT AND TOOLS USED: General office equipment and computer applications.

WORKING CONDITIONS: Standard office environment.

RESPONSIBLE FOR:

1. Responsible to conduct plan examination, for the construction, for the renovation extension, material alteration, repair, demolition, and/or change of use for all buildings as it relates to all mechanical systems such as HVAC systems, site servicing, plumbing systems, and ventilation for commercial cooking operations as regulated in the Ontario Building Code, and ASHRAE, CSA Standards, all life safety systems such as sprinkler system, fire alarm, standpipe, fire suppression systems as regulated in the Ontario Building Code, and NFPA Standards classified in accordance with:
 1. Occupancy Classifications listed in accordance with Subsection 1.1.2.2, applications to Part 3, 5, and 6, and 7, of the OBC, and occupancy classifications listed in accordance with Subsection 1.1.2.4, applications to Part 9 of the OBC,
2. Issue status letters, notice to applicant reports, prepare conditional permit agreements, and issue permits in compliance with the OBC and applicable law.
3. Responsible for receiving, dating, accepting or refusing, and processing into permit data management software on behalf of the Chief Building Official all Alternative Solutions applications.

- Conduct a review of the proposed alternative design and prepare recommendation report to the CBO.
4. Assist the Permit Application Technician in the performance for ensuring completeness to accept or refuse a building permit applications on behalf of the Chief Building Official in accordance with Section 1.3, Division C, Part 1 of the OBC, and, ensure fees are collected in accordance with the Building By-law, and applicable Regional and City Development charge By-law for building permit applications that fall under the responsibility of the Senior Plan Examiner,
 5. Conduct all plan examination of fire sprinkler, systems, standpipe system, fire alarm, ventilation control, and fire protection of commercial cooking operations, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards.
 6. Review site plans, rezoning applications, land severance applications, minor variances, Niagara Escarpment applications, for proposed multi-residential, assembly, institutional, commercial, industrial developments for OBC compliance, and provide comments on behalf of the Chief Building Official as it relates to technical requirements for buildings that fall with mechanical, fire protection or life safety systems.
 7. Attend pre-consultation meetings with other departments for comments on new multi-residential, assembly, institutional, commercial, industrial developments that relate to technical requirements for buildings that fall with mechanical, fire protection or life safety systems.
 8. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements for buildings that fall with mechanical, fire protection or life safety systems.
 9. Assist the Building Services Clerk in the review of acceptable documentation to close permit for the release of performance deposit in accordance to close the permit file.
 10. Appear and give evidence at pre-trial proceedings such as mediation, discoveries, and appear before tribunals such as the Building Code Commission in matters of dispute over Building Code interpretation.
 11. Assist Building Inspectors with technical requirements and Liaison with officials, agencies, contractors, designers, and property owners, as necessary.

POSITION REQUIREMENTS:

Minimum is a three (3) year college diploma in Architectural, Mechanical, Construction Engineering Technology or related field.

Successfully completed the Ministry of Municipal Affairs and Housing courses:

1. General Legal/Process for Inspectors
2. Small Buildings
3. Plumbing - All Buildings
4. Fire Protection
5. Building Services
6. Detection, Lighting and Power

Successfully completed within one year the Ministry of Municipal Affairs and Housing courses:

1. Large Buildings
2. Complex Buildings,

Successfully completed within one year certificate in:

- Fire Sprinkler Design,
- Installation of Fire Alarm Systems,
- Certified Building Code Official (CBCO) from the Ontario Building Officials Association.

Certified Engineering Technologist or Professional Engineer is an asset.

At least five (5) years of experience in plan examination of mechanical, fire protection or life safety systems compliance for multi-residential, assembly, institutional, commercial, industrial, accessory buildings, designated structures, farm buildings.

Strong knowledge of Standards such as: NFPA 13, 13R, 14, 80, 92A, 96, ULC S524, ULC Listed assemblies, CSA, HRAI, ASHRAE, Model National Energy Code of Canada for Buildings, ability to review and interpret the output reports of EnerGuide, eQuest and MNECB software and the CSA -F280 supplemental tools.

Proficiency in reading and interpretation of drawings, specifications and other technical documentation. Working knowledge of applicable law and City View software. Strong oral and written communication skills

Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s)

Revised: August 24, 2022