

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: PERMIT EXPEDITER

DEPARTMENT: PLANNING, BUILDING & GROWTH MANAGEMENT

POSTING NUMBER: 104617 & 104673

NUMBER OF POSITIONS: 2

JOB STATUS & DURATION: 1 Permanent & Temporary 12-months

HOURS OF WORK: 35 hour workweek

LOCATION: Due to Covid-19, some of our offices are working at limited capacity to protect the health and safety of our employees, clients and community. As such, this position will be required to work remotely until further notice. Once working onsite, you will report to the location of City Hall.

SALARY GRADE: 11

SALARY RANGE: 1ST STEP: \$82,719.00 per annum

2ND STEP: \$87,168.90 per annum

JOB RATE: \$91,618.80 per annum

JOB TYPE: Union

POSTING DATE: September 16, 2022

CLOSING DATE: October 3, 2022

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Plans & Permits, co-ordinates and monitors approval process for projects subject to site plan approval, conditional permit agreements, temporary structure agreements and related projects. Monitors time frame provisions and Building Code notification requirements for permit submissions. Reviews plans submitted for building permits for compliance with the Ontario Building Code and standards referenced therein. Provide some direction to support staff.

- Coordinates and monitors approval process for projects subject to site plan approval, conditional permit agreements temporary structure agreements and related projects.
- Monitors time frame provisions and notification requirements of the Building Code for permit submissions.

- Provides preliminary plan assessment over the counter for to determine the adequacy of technical and administrative documentation and extent of other “applicable law” for permit application submissions.
- Provide technical information and direction to customers over the counter and in response to telephone enquiries.
- Perform plans review for compliance with the Building Code and applicable law.
- Performs research for and prepares technical reports as required or requested.
- Liaises with inspectors in the resolution of design and construction issues and permit status.
- Maintain current knowledge of the Ontario Building Code, the Building Code Act and the standards referenced therein.
- Maintains and updates progress of project review on the permit tracking system.
- Performs additional similar and related duties as assigned.

SELECTION CRITERIA:

- High school (Grade 12) graduation plus an additional program of over two and up to three years in Architectural Technology, Civil Engineering Technology or equivalent.
- Over four (4) years, up to and including eight (8) years of experience in a regulatory environment preferably in Building Code enforcement or direct experience in the building design or construction process.
- Successful completion of the provincial qualification examinations for: Legal Processes, House, Small Buildings, Large Buildings and Building Structural.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process will be completed with video conference technology.

As part of the corporation’s Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #104617 by October 3, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant’s responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.