

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Planning and Infrastructure Services requires a Temporary Plans Examiner (up to 6 months)

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Chief Building Official, the successful applicant will be responsible for conducting on-site inspections and the review of documents and issuance of building permits to ensure compliance with the Ontario Building Code and other relevant legislation.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Maintaining accurate records.
- Reviewing applications for building permits and ensuring that plans and documents submitted conform to the requirements of the Ontario Building Code and other relevant legislation.
- Processing applications for building permits including calculation of fees, issuance of the permit and maintenance of records.
- Researching and responding to inquiries on Building Code matters and liaising with

departments, external agencies, builders, engineers and architects regarding Ontario Building Code interpretations and enforcement.

- Occasionally perform on-site inspections to ensure compliance with the Ontario Building Code and maintaining accurate records.

Qualifications

The successful candidate will possess:

- Certified technologist, architectural or an engineering discipline, or equivalent education and experience to the satisfaction of the Director of Planning and Development Services.
- Must be eligible for or is a current member of M.A.A.T.O., C.E.T. or C.B.C.O. designation in good standing.
- A minimum of three (3) years of directly related experience in the construction field or an architect's office is required.
- Must have knowledge of the Ontario Building Code, specifically Parts 3, 4, 9, 10, and 11. You have successfully completed the provincial qualifications for legal processes, small buildings, large buildings and complex buildings, building services and building structural, or demonstrated accomplishments toward achieving qualification.
- Working knowledge of and experience using computer software applications such as word processing, databases and spreadsheets.
- Excellent written and verbal communication skills and problem solving skills.
- Proof of valid Ontario Driver's License and access to reliable personal transportation.
- Must be legally able to work in Canada.

What we offer you

- Salary: \$59,809 to \$74,602 - Code 10 of the 2020 Inside Collective Agreement.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Prior to starting the position, the successful candidate must provide, at their own expense, a satisfactory Driver's Abstract, proof of current automobile insurance coverage, and proof of a valid Ontario Driver's License and reliable personal transportation.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact humanresources@clarington.net for additional information. Please note that resumes should not be sent to this email.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Tuesday, October 11, 2022, at 4:00 p.m.**

This job competition number is **File # 34-22**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.