

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

ZONING EXAMINER

The incumbent is responsible for reviewing building permits, sign permits, and development applications to determine their compliance with zoning by-laws, the sign by-law, and other defined applicable laws. The incumbent also responds to public zoning inquiries and assists permit applicants, and consultants in understanding and completing zoning and other related planning approval processes.

Successful applicants will possess the following:

- Post-secondary diploma from a recognized Community College in Architectural or Planning Technology or a related field, or any combination of education, workplace training, and experience deemed to be acceptable by the Corporation.
- Completion of additional courses in municipal zoning, planning and/or land development are considered an asset.
- Minimum one to two years' experience in a relevant municipal planning role. Experience applying legislation, by-laws and / or regulations is preferred.
- Membership in the Canadian Association of Certified Planning Technicians, the Association of Architectural Technologists, or the Ontario Building Officials Association is an asset.
- General knowledge of the *Planning Act*, official plans, zoning by-laws, sign by-law, municipal building and planning approval processes, and land descriptions.
- Demonstrated ability to understand and interpret property surveys, site plans and architectural drawings and proficiency in mathematical calculations (lot coverage, building area, etc.).
- Strong organizational skills and the ability to balance and prioritize competing work demands.
- Proficient keyboarding and records management skills with demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Excellent customer service skills to deal effectively and courteously with the public in conveying regulatory information.
- Ability to communicate information clearly and concisely (written and oral) in the English language.

Compensation includes a comprehensive benefits package, pension plan and a salary ranging from \$37.40/hr. to \$41.55/hr. (based on a 35 hour work week).

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than midnight (Eastern Standard Time) on **Friday, December 2, 2022** to:

Recruitment Specialist
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request.