

# 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 Senior Plans Examiner**

### **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](mailto: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, but not limited to, 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 ensure that plans and documents submitted conform to the requirements of the Ontario Building Code and all other applicable legislation;
- Responding to customer inquiries, in person, via telephone and/or electronically.
- Processing applications for building permits including calculation of fees, issuance of the permit and maintenance of records;
- Researching and responding to enquiries on Building Code matters and liaise with

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

- Occasionally performing on-site inspections to ensure compliance with the Ontario Building Code and keep accurate records;
- Advising inspection staff on related permit applications;
- Assisting the Chief Building Official and Plans Examiners with the co-ordination of building permit applications and the collection of approvals for conditions set out within required documents for the clearing of applicable law requirements that must be met prior to the issuance of any building permit;
- Assisting the Chief Building Official and Deputy Chief Building Official in performing their role as described in sentence 1.1(6) of the Building Code Act.

## **Qualifications**

The successful candidate will possess:

- Certified technologist, architectural or engineering discipline, or equivalent education and experience to the satisfaction of the Chief Building Official. Must be a member of M.A.A.T.O., C.E.T., O.A.A.A.S., or C.B.C.O. designation.
- A minimum of 5 years of directly related experience in a municipal building or construction field including a minimum 2 years coordinating the work of others.
- Must have knowledge of the Ontario Building Code, specifically Parts 3, 4, 5, 6, 7, 9, 10 and 11. Must have successfully completed the Provincial qualifications for general legal/process, powers and duties of a chief building official, small buildings, large buildings and complex buildings, plumbing all buildings, building services, and building structural.
- Thorough working knowledge of pertinent code regulations including requirements of the National Building Code, National Farm Building Code, Ontario Fire Code, National Fire Protection Act.
- Fundamental knowledge of structural, mechanical, plumbing, and electrical installations, lot grading principles and Municipal Planning processes.
- Strong organizational and time management skills with the ability to multi-task and meet multiple deadlines.
- Excellent computer skills, including thorough working knowledge of database and word processing systems and software applications.
- Excellent records management skills.
- Must possess excellent customer service skills.
- Excellent analytical, report writing and verbal communication skills, along with the ability to deal effectively and courteously with all levels of the organization and within a team environment.
- Proof of valid Ontario Driver's License and use of personal vehicle.
- Must be legally able to work in Canada.

## **What we offer you**

- Salary: \$68,282 to \$78,432 - Code 12 of the 2020 Inside Collective Agreement.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## 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, the following:

- Proof of Current Automobile Insurance Coverage, current Driver's Abstract and proof of valid Ontario Driver's Licence.
- 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.

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](mailto: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](http://www.clarington.net/careers). Applications will be accepted until **Thursday, December 1, 2022, at 4:00 p.m.**

This job competition number is **File # 154-22.**

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.