



Plans Examiner 1

Permanent Full-time

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Posted: Thursday, January 19, 2023

Job Number: PC-23-07

Job Type: Permanent Full-time, Union

Position Closing Date: Thursday, February 9, 2023

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Building Department is part of the Infrastructure and Growth Management Division. The Building Department is responsible for administering and enforcing the Ontario Building Code to ensure the safety of the City's residents. This includes processing permits for construction of dwelling units, and industrial, commercial, and institutional buildings, as well as conducting site inspections, and responding to complaints/enquiries that relate to building construction and grading.

Under the general guidance and direction of the Supervisor of Plans Examination, the Plans Examiner 1 position examines permit applications, plans, and/or specifications for the construction, renovation, change of use, and demolition of Residential and Small Building classified under Part 9 to ensure compliance with the Ontario Building Code, applicable municipal by-laws, and/or development agreements. Additionally, this position processes and issues permits on behalf of the Chief Building Official when an application is deemed to

comply with the prescribed requirements of the Ontario Building Code, applicable municipal by-laws, and/or development agreements.

Lastly, this position provides functional and/or technical guidance, direction, or interpretations to various stakeholders regarding the Ontario Building Code and applicable municipal by-laws. Overall, this position plays an integral role in ensuring that the construction, renovation, change of use and demolition activities of buildings within the City of Barrie are properly examined prior to construction to provide and maintain a level of quality that complies with the Ontario Building Code, applicable municipal by-laws and development agreements to protect public health, safety ensuring efficient construction within the City of Barrie.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Civil Engineering Technology, Architectural Technology and/or related discipline
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH)
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH)
- Qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): House, Small Buildings, HVAC - House, Plumbing - House, On-Site Sewage Systems, Building Structural
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA)

Experience

- Three (3) years of experience performing duties related to the above mentioned major responsibilities

Knowledge/Skill/Ability

- Working knowledge of Construction Regulations and the Occupational Health and Safety Act
- Thorough knowledge of the Building Code Act and Ontario Building Code
- General knowledge of municipal government services and programs
- Working knowledge of the following principles and standards: building design and construction principles; lot grading and drainage control principles; building construction methods to evaluate the construction of structural, mechanical, fire safety provisions and lot grading practices; current traditional and/or contemporary building industry issues, trends and best practices
- Demonstrated ability to:
 - exercise discretion and judgment when handling confidential, sensitive, and/or controversial information and maintain a high standard of public relations at all times
 - perform in a manner which is consistent with corporate goals, vision, mission, and values
 - interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment
 - develop, promote and maintain relationships with internal and external stakeholders
 - exercise discretion and judgment in order to make sound decisions
 - communicate information and ideas, both verbally and in writing, in a manner that can be understood by others
 - select and apply suitable mathematical methods or formulas to conduct statistical analysis to develop conclusions and/or solve problems

- work under pressure to meet deadlines and/or peak period workloads
- exert effort to lift, push, pull, or carry objects for short periods of time
- read and interpret building plans with respect to architectural design, structural systems, plumbing systems, heating systems, fire safety systems and lot grading
- Intermediate skills include: Analytical; Customer Service; Decision Making; Interpersonal; Mediation; Multitasking; Organizational; Prioritization; Problem Solving; Project Management; Public Relations; Record-keeping; Research; Time Management; Verbal Communication; Written Communication
- Basic computer literacy using Microsoft Office Suite (Access, Outlook, Word, Teams, Excel), and the Internet
- Intermediate computer literacy using the following systems and software: permit and inspection tracking software (AMANDA and/or Accela) and document review software (Bluebeam)
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

Conditions of Employment

- Satisfactory Criminal Record Check*

**Please note that this is a requirement of the position for any new employees to the City of Barrie in accordance with the Police Record Check Procedure. Existing employees will be grandparented from this requirement.*

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

**Please note the City has recently launched a Hybrid Work Program Procedure and pilot program for 2022 that may allow a hybrid work arrangement for employees who meet the eligibility requirements.*

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

Wage: This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2023 pay range:

- *Pay Level:* Level 7
- *Yearly Salary:* \$66,375.40 to \$79,552.20 per year
- *Hourly Pay Rate:* \$36.47 to \$43.71 per hour

Benefits: This position includes a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's Education Equivalency Procedure to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: D

Please note that verification of educational credentials will be required from the preferred candidate prior to an employment offer.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

*Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this position. For full position details, please request a copy of the Job Description by emailing **HR.Recruitment@Barrie.ca**.*

We thank all applicants and advise that only those selected for an interview will be contacted.

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