



## POSITION VACANCY

Call Number:	<b>2023 - 10</b>
Position:	<b>Senior Plan Examiner</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	City Hall, 4310 Queen Street, Niagara Falls
2022 Hourly Rate: (Under Review)	\$47.00 \$50.00 (after 200 working days)
Date Posted:	March 20, 2023
<b>Closing Date:</b>	<b>April 5, 2023 at 4:00 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Wednesday, April 5, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS**

**POSITION DESCRIPTION**  
**Planning, Building and Development**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Senior Plan Examiner

**DIVISION:** Building

**RESPONSIBLE TO:** Senior Manager of Building Services

**POSITION SUMMARY:** Under the direction of the Chief Building Official to: process permit applications and issue permits for all building classifications in accordance with the Ontario Building Code (OBC) and applicable law.

**EQUIPMENT AND TOOLS USED:** General office equipment and computer applications.

**WORKING CONDITIONS:** Standard office environment.

**RESPONSIBLE FOR:**

1. Responsible to conduct plan examination, for the construction, for the renovation extension, material alteration, repair, demolition, and/or change of use for all buildings classified in accordance with:
  1. Occupancy Classifications listed in accordance with Subsection 1.1.2.2, applications to Part 3, 4, 5, and 6, and 7, of the OBC, and occupancy classifications listed in accordance with Subsection 1.1.2.4, applications to Part 9 of the OBC,
  2. Designated structures listed in accordance with Subsection 1.3.1.1,
  3. Farm Buildings in accordance with Subsection 1.3.1.1.
  4. Tents in accordance with Section 3.14.
  5. Signs in accordance with Section 3.15.
2. Issue status letters, notice to applicant reports, prepare conditional permit agreements, and issue permits in compliance with the OBC and applicable law.
3. Responsible for receiving, dating, accepting or refusing, and processing into permit data management software on behalf of the Chief Building Official all Alternative Solutions applications. Conduct a review of the proposed alternative design and prepare recommendation report to the CBO.

4. Assist the Permit Application Technician in the performance for ensuring completeness to accept or refuse a building permit applications on behalf of the Chief Building Official in accordance with Section 1.3, Division C, Part 1 of the OBC, and, ensure fees are collected in accordance with the Building By-law, and applicable Regional and City Development charge By-law for building permit applications that fall under the responsibility of the Senior Plan Examiner,
5. Conduct all plan examination of fire sprinkler, systems, standpipe system, fire alarm, ventilation control, and fire protection of commercial cooking operations, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards.
6. Review site plans, rezoning applications, land severance applications, minor variances, Niagara Escarpment applications, for proposed multi-residential, assembly, institutional, commercial, industrial developments for OBC compliance, and provide comments on behalf of the Chief Building Official.
7. Attend pre-consultation meetings with other departments for comments on new multi-residential, assembly, institutional, commercial, industrial developments.
8. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements for buildings that fall under Part 9 and Part 3 for all classifications, including designated structures, farm buildings, and signs that require a permit.
9. Assist the Building Services Clerk in the review of acceptable documentation to close permit for the release of performance deposit in accordance to close the permit file.
10. Appear and give evidence at pre-trial proceedings such as mediation, discoveries, and appear before tribunals such as the Building Code Commission in matters of dispute over Building Code interpretation.
11. Assist Building Inspectors with technical requirements and Liaison with officials, agencies, contractors, designers, and property owners, as necessary.

## **POSITION REQUIREMENTS:**

Minimum is a three (3) year college diploma in Architectural or Construction Engineering Technology or related field.

Successfully completed the Ministry of Municipal Affairs and Housing courses:

1. General Legal/Process for Inspectors
  2. House
  3. HVAC - House
  4. House – Plumbing
  5. Small Buildings
  6. Large Buildings
  7. Complex Buildings
  8. Plumbing - All Buildings
  9. Building Services
  10. Building Structural
  11. Detection, Lighting and Power
- Successfully complete a Certificate in Fire Sprinkler Design,
  - Successfully complete a Certificate in Installation of Fire Alarm Systems,
  - Must have Certified Building Code Official (CBCO) from the Ontario Building Officials Association.

At least five (5) years of experience in plan examination of architectural, structural, and mechanical systems compliance for multi-residential, assembly, institutional, commercial, industrial, accessory buildings, designated structures, farm buildings.

Strong knowledge of Standards such as: NFPA 13, 13R, 14, 80, 92A, 96, ULC S524, ULC Listed assemblies, CSA, HRAI, and ASHRAE.

Proficiency in reading and interpretation of drawings, specifications and other technical documentation. Working knowledge of applicable law and Land Manager Software.

Strong oral and written communication skills

Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s)

Revised: May 11, 2022