

Permit Technologist

Building Department

Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include: flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

Job Number

BB-123-23

Employee Group

Non-Union

Employment Status

Full Time Permanent

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall, 426 Brant Street, Burlington, Ontario. Work location is subject to change at the discretion of the City due to operational demands.

Position Overview

Reporting to the Manager of Building Permits, you will perform key functions related to building permit applications and issuance of building permits including calculating/collecting of fees and plans review of residential projects. Another key area of responsibility is customer-related services and to respond to public enquires.

Responsibilities

This position is responsible to:

- Review all building permit applications to ensure that the documentation is complete and accurate in accordance with the Ontario Building Code.
- Ensure that building permit applications are consistent with the approved zoning & site plan documents and follow up with the applicant, zoning & planning staff where there are discrepancies.
- Provide a technical review of permit applications for small additions, residential repeats, minor tenant improvements, decks, sheds, etc in accordance with the Ontario Building Code.
- Calculate and collect building permit fees. Collect fees for other monetary requirements including park dedications, development charges etc.

We thank all applicants and advise that only those to be interviewed will be contacted.

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- Provide Building Code interpretations and technical advice to clients, and members of the public.
- Assist Plan Examiners during peak periods, and during absences through application set up on medium/large scale projects.
- Assist supervisor with research &/or special projects (corporate or departmental)

Requirements

You have a community college diploma in Architecture/Engineering Technology or equivalent. This is coupled with a minimum one year of direct experience. Municipal experience is an asset. Holding the provincial qualifications as set out in the OBC (Div. C, 3.1.4.) for Legal/Process and House is considered desirable. Certification or eligible for certification with OACETT, AATO or OBOA is an asset.

Ideally you have hands-on experience processing building permit applications and writing reports. Proficiency with Microsoft Office is required, and a comprehensive understanding of AMANDA (property information system) is an asset. Working in a fast-paced environment with tight deadlines, your exemplary customer service, communication and organizational skills will serve you well.

Salary Range

\$73,486 to \$91,857 (Grade 9 – Under Review)

Posting Close Date

June 22, 2023

How to Apply

To apply, please visit www.burlington.ca/careers and click on “View Jobs”. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

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