

Permit Application Examiner

Reporting to the Senior Plans Examiner, the Permit Application Examiner is responsible for ensuring that permit applications are reviewed for conformance with the provisions of the Building Code Act, Ontario Building Code and all applicable law and related regulations. Advises applicants and the general public of technical and legal requirements for a building, demolition or change of use permit application submission.

Key Duties

- Conducts preliminary plans assessment to determine completeness and adequacy of permit applications
- Provides technical assistance to customers by telephone, in-person and email correspondence and responds to inquiries and complaints
- Issues building, demolition and change of use permits and collects the applicable fees for permit applications
- Advises stakeholders (architects, engineers, designers and property owners) on the nature of any nonconformity to rectify contraventions and omissions
- Ensures permit applications, construction drawings (structural, architectural, mechanical and plumbing components) and related documentation are examined for compliance with applicable codes, acts and by-laws, prior to the issuance of building permits

Qualifications/Skills

- College diploma in an Architectural or Building Science program or a combination of training, education and experience deemed equivalent
- Minimum 1 year of experience in the enforcement of building codes, standards and municipal approvals; construction plan review or preparation; construction, and customer service
- Mandatory registration as an Inspector, as administered by the Provincial Ministry of Municipal Affairs & Housing in accordance with The Building Code Act, 1992, (Registered with a Building Code Identification Number (BCIN)). Possessing minimum qualifications with the Ministry in General Legal, House, Plumbing – House, and HVAC – House
- Strong interpersonal and customer service skills, organization and time management skills
- Excellent ability to read and interpret plans and specifications
- Strong Building Code knowledge and experience to deal with life and fire safety matters
- Proficient in Microsoft Office Word, Excel, PowerPoint, and Outlook software
- Working level knowledge of AMANDA and BlueBeam Revu software is considered an asset
- Ability to work with minimal supervision
- Ability to provide a current criminal reference check that is satisfactory to the Town

Members of CUPE bargaining unit will be considered first in accordance with the collective agreement. If there are no qualified candidates from within the bargaining unit, consideration may be given to other applicants.

What is Offered to Staff

- Rate of Pay: **\$35.34 - \$37.85** per hour.
- Hours of Work: This is a unionized position that works 35 hours per week. The hours of work are Monday to Friday from 8:30 a.m. - 4:30 p.m. and are in accordance with the CUPE Collective Agreement.
- Benefits: The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension).

How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at www.ajax.ca/careers. The closing date for this position is **11:59 p.m. on November 23, 2023**.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.