



ZONING PLANS EXAMINER II (CONTRACT UP TO 12 MONTHS)

JD#: CT291

Job Number: J1023-0465

Job Title: Zoning Plans Examiner II (contract up to 12 months)

Department:
Building Standards Department

Job Type: Contract

Job Category: Building Inspections

Number Of Positions: 1

Date Posted: November 8, 2023

Closing Date: November 29, 2023

Salary: \$3,185.64 - \$3,427.60/Bi-Weekly

Hours of work: 35

Schedule: Monday to Friday

Union: CUPE 905 FT Clerical and Technical

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Position Overview

Responsible for the review of site plans, architectural drawings, and documentation to ensure compliance with Zoning By-Laws, development agreements and applicable laws. Responsible for the delivery of Zoning Section's front line customer service with respect to front-counter and telephone inquiries providing verbal and written responses to the public, City departments, external agencies, key stakeholders, business and legal professionals. Provides comments to various departments regarding Committee of Adjustments applications, draft Zoning By-Laws and By-Law Amendments, Part-lot Control Exemptions, Site Plan Applications, draft Plans of Subdivisions, and Condominium Plans. Represents the Building Standards Department at Committee of Adjustment meetings, Ontario Municipal Board Hearings and in court proceedings, as required.

Qualifications and Experience

- Successful completion of a University Degree in an Architectural or Planning related discipline or suitable equivalent.
- Possesses a minimum of one (1) or combination of the following Certifications:
 - o Member of the Ontario's Professional Planners Institute (OPPI).
 - o Ontario Association for Applied Architectural Sciences (OAAAS),
 - o Certified Technologist in the Association of Architectural Technologists of Ontario (AATO)
 - o Member of the Ontario Building Officials Association (OBOA)
- Minimum of five (5) years related municipal experience including three (3) years related zoning experience, or suitable equivalent
- Working knowledge of municipal by-law and municipal processes and planning principles, legal procedures, specifically interpretation of zoning by-laws, applicable statutes, legal documentation and regulations including the Planning Act and the Building Code.
- Experienced and knowledgeable in reading /interpreting architectural, elevation, cross-section and site plan drawings and legally binding agreements, including various plan documents and the ability to read the points of elevation and grade changes on site plan/lot grading plans and other documentation (retaining wall heights, reverse driveway slopes, finished floor elevations, and height of porches).
- Highly developed interpersonal skills, with the ability to interact and communicate effectively (oral and written) and confidently at all levels of the organization, with key stakeholders, citizens, business professionals, within a team

environment.

- Excellent analytical, report writing, grammatical and problem- solving skills coupled with effective organizational skills, and ability to meet deadlines and work efficiently under pressure.
- Proficient records management skills.
- Possesses a valid Ontario "G" Class drivers' license in good standing.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.