

THE CORPORATION OF THE  
COUNTY OF BRANT

**NOTICE OF POSITION VACANCY**

**POSITION:** Building Services Technician (One Year Contract)

**DEPARTMENT:** Development Services

**REPORTS TO:** Chief Building Official

**LOCATION:** Initial Placement – Paris Customer Service Office

***Minimum Qualifications:***

- Two-year post secondary school education in Architectural, Construction Engineering Technology, Civil Engineering Technician, or a combination of education and equivalent work experience
- BCIN certification in General Legal and/or House
- Two years experience in the construction industry
- Knowledge of the Ontario Building Code, Building Code Act and municipal by-laws
- Demonstrated above average customer service and communication skills
- Ability to organize work and resources in a fast paced team environment
- Good working knowledge of Microsoft Office applications such as Outlook, Word, Excel, Access
- Demonstrated safe work practices
- Valid driver's licence
- Police Check

***Assets:***

- Experience working in a municipal building department
- Familiarity with City View and GIS programs

***Duties:***

- Receives building permit applications at the front counter and confirms that all documentation has been filed and that the applications are complete
- Circulates applications for processing to the appropriate staff in the planning and building divisions
- Attends the counter to deliver permits that are ready for pick-up and advise applicants concerning inspection requirements
- Issues building permits
- Respond to inquiries regarding building permit application process, Ontario Building Code and other applicable laws
- Transfers field sketches completed by the building inspectors to the appropriate property files and maintains record of approved grading certificates
- Completes plans review for swimming pools, sheds and signs
- Receives inspections requests and coordinates with Building Inspectors for scheduling
- Maintenance of records
- Track permit activity, input and compile data on City View
- Provides administrative support to other staff as required
- Other duties as assigned.

**Hourly Rate Range – \$35.77 to \$41.85 (Job Grade 5)**

35 hours per week

Please visit [www.brant.ca/jobs](http://www.brant.ca/jobs) to apply for this job opportunity.

**The application deadline is Sunday November 26<sup>th</sup>, 2023 at 11:59 p.m.**

**Date of Posting:** Monday November 13, 2023.

The County of Brant is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the County if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act.