



Building Services Technician

Permanent Full-Time

[Apply Now](#)

Posted: Wednesday, January 10, 2024

Job Number: PC-24-03

Job Type: Permanent Full-time, Union

Position Closing Date: Wednesday, January 31, 2024

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Building Services Department is part of the Infrastructure and Growth Management Division. Building Services is responsible for administering and enforcing the Ontario Building Code to ensure the safety of the City's residents. This includes processing permits for construction of dwelling units, industrial, commercial, and institutional buildings, as well as conducting site inspections, and responding to complaints/inquiries that relate to building construction and grading.

Under the general guidance and direction of the Supervisor of Policy and Continuous Improvement, the Building Services Technician position is responsible for applications processing, fee calculation and plan distribution of all types of building permits. This position examines permit applications, plans, and specifications to ensure compliance with submission standards, building by-laws and applicable laws and/or development agreements. This position communicates with contractors, designers and the public regarding permits, code and e-permitting questions, and provides assistance to facilitate a successful permit submission, issuance of permits and scheduling of inspections.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Architecture, Engineering, Building Science or related discipline
- Eligibility for and working towards obtaining qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): General/Legal Process; House; HVAC – House; Plumbing – House

Experience

- One (1) year of cumulative part-time experience or six (6) months of full-time experience performing duties related to the above mentioned major responsibilities

Knowledge/Skill/Ability

- General knowledge of the following legislation, regulations, or requirements: Ontario Building Code Act, Ontario Building Code Regulations, reference standards and applicable laws
- General knowledge of the Occupational Health and Safety Act and Safety Regulations relevant to Building Construction
- Working knowledge of Architectural Design, Structural Design, Mechanical Design and Electrical Design, with an emphasis on structural sufficiency and life safety system design
- Demonstrated ability to:
 - read and interpret architectural, structural, mechanical drawings for compliance with building code requirements
 - comprehend and interpret the Ontario Building Code, Building Code Act, and associated standards
 - exercise discretion and judgment when handling confidential, sensitive, and/or controversial information
 - interact effectively and courteously with staff and the public to develop and promote positive relationships
 - exercise discretion and judgment in order to make sound decisions
 - communicate effectively in a medium that is best understood by the audience
- Basic skills include: Active Listening; Administration; Professionalism; Teamwork
- Intermediate skills include: Attention to Detail; Customer Service; Decision Making; Judgment; Prioritization; Problem Solving
- Advanced skills include: Multitasking; Organization; Time Management

- Intermediate computer literacy using the following systems and software: Microsoft Office (Outlook, Word, Excel, PowerPoint, OneNote, Teams), Bluebeam CAD, Accela (Database Management System)
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

Conditions of Employment

- Satisfactory Criminal Record Check*

Please note that this is a requirement for any new employees to the City of Barrie in accordance with the **Police Record Check Procedure. Existing employees will be grandparented from this requirement.*

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

Please note the City has a **Hybrid Work Program Procedure in place that may allow a hybrid work arrangement for employees who meet eligibility requirements.*

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

Wage: This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2024 pay range:

- *Pay Level:* Level 3
- *Yearly Salary:* \$47,884.20 to \$57,330.00 per year
- *Hourly Pay Rate:* \$26.31 to \$31.50 per hour

Benefits: This position includes a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Procedure** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: D

Please note that verification of educational credentials will be required from the preferred candidate prior to an employment offer.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

*Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this position. For full position details, please request a copy of the Job Description by emailing **HR.Recruitment@barrie.ca**.*

We thank all applicants and advise that only those selected for an interview will be contacted.

[Apply Now](#)