

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** Plans Examiner, HVAC

**DEPARTMENT:** Planning, Building & Growth Management

**POSTING NUMBER:** 105599

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35 hour workweek / shift work / variable hours

**LOCATION:** Hybrid Model – when working onsite, you will report to the location of

**SALARY GRADE:** 11

**SALARY RANGE:**     **1<sup>ST</sup> STEP:**     \$82,719.00 per annum

**2<sup>ND</sup> STEP:**     \$87,068.80 per annum

**JOB RATE:**    \$91,618.80 per annum

**JOB TYPE:** Union

**POSTING DATE:** February 9, 2024

**CLOSING DATE:** February 28, 2024

## AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Plans & Permits, this roles reviews plans submitted for a building permit to ensure the HVAC requirements of the Ontario Building Code and referenced standards have been met.

- Perform detailed plans review of mechanical plans, details, specifications and design data for the installation of:

- Heating, ventilation and air conditioning systems.
- Contaminated air extraction systems.
- Commercial cooking fire extinguishing systems.

\*for compliance with the Ontario Building Code, standards referenced therein and applicable law.

- Review building plans for compliance with energy efficient standards including building envelope, lighting, mechanical and service water heating requirements.
- Consult with other agencies including CGA, ULC, MOE and MOL to determine standards and product approvals.
- Participate in project co-ordination meetings to provide direction and interpretation of building mechanical design requirements.
- Liaise with inspectors in the resolution of design and construction issues and permit status.

- Respond to telephone and counter enquiries regarding mechanical design requirements.
- Prepare technical reports as required; provide comments and input into the development of technical policies and procedures.
- Maintain current knowledge of the Ontario Building Code and standards referenced therein.
- Maintain and update progress of project review on the permit tracking system.
- Performs additional similar and related duties as assigned.

### **SELECTION CRITERIA:**

- High school (Grade 12) graduation plus an additional program of over two and up to three years in Civil Engineering Technology (Technologist level) with Mechanical specialization or equivalent.
- Over four (4) years, up to and including eight (8) years of experience in mechanical design plans review or project management.
- Successful completion of provincial qualification examinations for: Legal Processes, House HVAC and Building Services.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Alternate formats will be provided upon request.**

**Interview:** Our recruitment process will be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. \*Our Hybrid Model is subject to change.

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If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #105599 by February 28, 2024** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*