

## **City of Mississauga - Technologist, Building Services**

Req ID: 24833

Vacancy Type: Permanent

Number of Positions: 2

Closing Date: 03/24/2024

**Apply to job link:** <https://jobs.mississauga.ca/job-invite/24833/>

### **Job Summary**

This role reviews applications for building permits to confirm all building applications accepted and issued comply with the Ontario Building Code Act, Ontario Building Code, "applicable law" and are processed in accordance with the standards and requirements established in the Building By-law. Accurately assess each proposal to determine applicable fees and charges and determine appropriate construction values.

### **Duties and Responsibilities**

#### **Review & Assessment**

- Review and assess building permit application submissions in accordance with the Ontario Building Code Act, Building By-law, as well as other applicable law, department policies and procedures.
- Review building permit applications to determine necessary approvals in accordance with applicable legislation and ensure compliance has been achieved prior to permit issuance.
- Review and assess requests for conditional permits to determine eligibility and provide recommendations for management approval
- Process building permit applications, including the review of documents, drawings and specifications for limited scope building permit applications to ensure compliance with the Building Code Act, Ontario Building Code, Building By-law, municipal by-laws and other applicable legislation as part of our express review services. Liaise with inspections staff to resolve design and construction issues and provide permit status
- Coordinates and monitors approval process for projects subject to site plan approval and other applicable planning approvals.
- Monitor application timelines to ensure compliance with prescribed timelines in the Ontario Building Code Act and take corrective action as necessary

#### **Interpretation**

- Accurately interpret and apply the Ontario Building Code Act, Ontario Building Code, Building by-law and other applicable legislation.
- Interpret the Building Code Act, Building By-law and other applicable legislation as defined, to determine applicable fees and charges
- Performs research for and prepares technical reports as required or requested
- Accurately provide professional advice on building permit applications and associated processes

#### **Data Entry & Record Keeping**

- Compile and maintain accurate records and associated documentation in accordance with established internal controls, protocols and legislation.
- The accurate documentation is required in order to mitigate financial, reputation risks, and legal challenges.
- Daily use of MAX, SharePoint, SAP and ePlans.

#### **Customer Service**

- Act as the principal point of contact throughout the building permit approval process for the public, applicants, City staff and external agencies.
- Provide guidance and direction to applicants and internal stakeholders regarding building permit applications

and associated approvals. Assists applicants in the coordination and expedition of building permit applications to ensure overall customer satisfaction.

- Assists applicants in the facilitation of building permit issuance in compliance with prescribed timelines
- Proactively build and maintain relationships with clients, able to provide clear, timely and transparent communication of information to facilitate timely building application approvals.

#### Meetings

- Attend meetings to discuss and provide advice regarding building permissions, approvals applicable legislation and associated processes. Conduct preliminary meetings and consultations advising applicants of the required approvals, documents, specifications and drawings required to facilitate building permit issuance and provide direction as to the necessary procedures and protocols.

#### Skills and Qualifications

- Undergraduate Degree or Community College Diploma in one or more of the following areas: Architecture, Engineering or related discipline
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH)
- Qualification in the following categories as defined under Part 3, Division C of the Ontario Building Code from the Ministry of Municipal Affairs and Housing (MMAH) in the following categories: House, Small Buildings, General Legal Process, HVAC-House, Plumbing-House. Qualification in additional categories would be considered an asset.
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) designation from the Ontario Building Officials Association (OBOA)
- Thorough knowledge of the Building Code Act and Ontario Building Code
- Working knowledge of Construction Regulations and Occupational Health and Safety Act
- Working knowledge of the following principles and standards: building design and construction principles; building construction methods, building industry issues, trends and best practices.
- Minimum of five years of related work experience reviewing and interpreting architectural drawings and policy documents or equivalent combination of education and experience
- Knowledge of building and development application processes and associated legislation is highly preferred
- Proficient in reading and interpreting drawings, specifications and other technical documents
- Excellent verbal and written communication skills and interpersonal skills to effectively deal with the general public, consultants, developers, staff and others stakeholders within the building approvals process.
- The ability to effectively communicate technical information to a non-technical audience is required
- Well-developed analytical, research, organizational, negotiation and problem solving skills
- Strong computer literacy is required with experience using MS Office and Adobe Acrobat; experience with Mississauga Approvals Express (MAX), EDMS, SharePoint, electronic plans submission (ePlans) or other permitting software is considered a strong asset
- Must be flexible in adapting to rapidly changing workloads and work environments

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Hourly Rate/Salary: \$ 74,817.00 - \$ 99,758.00

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: P&B/Planning & Building Dept , P&B/Building Division , Building & Business Services

Non-Union/Union: Non Union

A Criminal Record and Judicial Matters Check (Level 2) or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can

also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

**Equity, Diversity and Inclusion**

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

**Accommodations**

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.