

**Our team is highly skilled, passionate about our community, and we care. Let's grow together.**

## **Plans Examiner**

### **Who We Are**

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby's Official Plan has been updated to establish new directions for Whitby's planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

The Town of Whitby is a hybrid organization. This means staff are empowered to do their best work from various locations, as appropriate for the position.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let's grow together.

### **What You Will Get To Do**

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to the Supervisor of Plans Examination, the Plans Examiner is responsible for:

- the review and examination of house and small building plans and ensuring compliance with the Ontario Building Code and all applicable law and Town by-laws;
- reviewing building permit applications and the issuance of building permits;

- the coordination of approvals from other departments and outside agencies;
- maintaining all pertinent files and records;
- providing assistance and guidance on technical matters and building code interpretations to applicants and the general public; and,
- consults with other Building Division staff to discuss OBC interpretations and issues arising on submitted drawings and on construction sites, and assists in the building inspection process to coordinate issues and questions.
- other duties as may be assigned.

## Who You Are

Our team is looking for an enthusiastic, solutions-oriented team player who takes initiative and thrives on a high performing team. You are self-motivated, self-starting and utilize a proactive approach to work. You value partnerships. Using your excellent communication and interpersonal skills you foster a collaborative team environment among co-workers, and work well both independently and as part of a team. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

A high volume of work does not intimidate you. You are excellent at prioritization and time management, and can work under pressure to meet deadlines. You are a problem solver. You love to research and analyze problems: identifying, gathering and processing relevant information to determine possible solutions, evaluate them and make recommendations. As far as you're concerned, anything worth doing is worth doing right, every single time.

To you, being at work is a mindset and not a location. You can switch seamlessly across modes of work and cultural norms of working in different environments. You know you best, including the tasks you do better when working virtually versus on-site. You believe that the cornerstone of successful working relationships is trust and understand how this positively impacts productivity and performance. You have a high degree of accountability, readily adapt to disruption, like to learn new skills, and explore new ways to connect and collaborate in the digital world.

## What You Bring To Our Team

As the successful applicant, you must possess:

- a post-secondary Diploma or Degree in Architecture/Engineering Technology or a related discipline;
- a minimum of two (2) years of directly related experience; preferably in a municipal environment;
- be qualified as per The Ontario Building Code in the categories of:
  - General/Legal processes
  - House
  - Small Buildings
  - Building Services
- an intermediate level of knowledge in Microsoft Office applications and a working knowledge of AMANDA applications; and,
- a valid Class "G" Driver's Licence, maintained in good standing, with access to a personal vehicle.

## What We Offer You

- Salary: \$66,121 - \$82,646 per annum (Band C)

- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a Frontline Hybrid role. Frontline Hybrid recognizes that up to 40% of job functions associated with the role can be done virtually, from a remote office. Further details on these programs will be discussed through the selection process.

## **We are an Equal Opportunity Employer**

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

## **Union Affiliation: CUPE Full-Time**

**Hours:** Current shift schedule: Monday to Friday, 8:30 a.m. – 4:30 p.m., 35 hours per week.

Hours of work may be subject to change, shifts may be scheduled between the hours of 6:00 a.m. and 9:00 p.m., Monday to Saturday

**Application Instructions:** Submit your application via the following link:  
<https://careers.whitby.ca/Job/Details/1cd02901-22cf-4793-a5df-b13b01636b45>