

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>PLAN EXAMINER</b>	<b>JOB POSTING #:</b>	<b>2024-0140</b>
<b>POSTING PERIOD:</b>	<b>Tuesday, April 2, 2024 at 8:30 AM to Monday, April 15, 2024 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Building & Planning Services	<b>UNION:</b>	C.U.P.E Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543016
<b>POSITION STATUS:</b>	Regular Full-Time (2) Temporary Full-Time (1)	<b>GRADE/CLASS:</b>	0.19
<b># OF POSITIONS:</b>	3	<b>RATE OF PAY:</b>	\$37.57 - \$44.19 per hour
<b>POSITION #:</b>	00006016; 00006017; 00005246	<b>SHIFT WORK REQ'D:</b>	No
<b>HOURS OF WORK:</b>	35.00		

**DUTIES:**

Reporting to the Manager of Permits and Deputy Chief Building Official, or designate, this position reviews construction plans, drawings and specifications for compliance with requirements of the Ontario Building Code Act, Division B Part 9 of the Ontario Building Code, related municipal by-laws, and other applicable laws prior to release of appropriate building permits. Provides guidance to contractors, architects, engineers and the public on the regulations and required construction practices. Advises applicants as to proper documentation to be submitted such as site plans, grading plans, surveys, floor plans, elevations, etc. Reviews agreements to ensure that terms and conditions are met prior to the issuance of permits. Liaises and coordinates with owners, contractors, engineers, architects, designers, other City departments, etc, as needed and relative to the issuance of permits. Responds to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting construction. Calculates permit fees, indemnity fees, etc, by applying fee schedule to construction project costs. Maintains amiable relations with the public and fellow staff. May be required to travel to off-site locations. May be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year post-secondary education from a Community College in Architecture Technology, Civil Engineering Technology, Mechanical Engineering Technology, or Ontario Ministry of Education equivalencies;
- Must have successfully completed General Legal/Process or CBO Legal Examination, administered by the Ministry of Municipal Affairs and Housing, (pursuant to Section 15.11(5) of the Building Code Act) and possess as a minimum the following category of qualifications as set out in Division C Part 3, Table 3.5.2.1 of the Ontario Building Code: Small Buildings;
- Must have over five (5) year related experience in a construction or municipal environment;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have thorough working knowledge of the Building Code Act, Ontario Building Code, Applicable law, City Zoning By-law, Other City by-laws and Provincial regulations, City policies and other appropriate standards and by-laws; Must possess strong analytical, communication, interpersonal and time management skills, as well as an ability to interact and communicate effectively and courteously with the public and staff of all levels. Must also possess an ability to work independently or in a group;
- Must have experience in a computerized office environment and be familiar with the Microsoft Suite of Products (Word, Excel and Outlook);
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions;
- Good problem solving and conflict resolution skills;

**CONTINUED...**

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**QUALIFICATIONS CONTINUED:**

- Computer literacy in the AMANDA software is considered an asset;
- Computer literacy in the Bluebeam Revu software is considered an asset;
- The physical demands analysis associated with this job indicates a limited / sedentary level of work. May be exposed to construction/field sites.

**HOW TO APPLY:**

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

**NOTE:**

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor 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 the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.