



The Town of Newmarket, Public Works Services
Requires a **Plans Examiner**
Regular Full Time (35 hours)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Under the direction of the Chief Building Official, the Plans Examiner is largely responsible for reviewing, approving, issuing, and responding to permit applications, construction drawings, and inquiries to submissions for every type of building. Reviews various systems to ensure the safety of all persons in Newmarket, including HVAC and plumbing for large, complex buildings in accordance with the Ontario Building Code. Maintains departmental procedures for complex application and plan reviews by providing expert support to Building Division Staff related to large, complex and other buildings/plans, as well as application reviews.

How do you qualify?

- Graduate of a Community College Diploma in Architectural Technology, Construction Engineering Technician or Civil Engineering Technology or equivalent with demonstrated progressive experience in a municipal environment. An equivalent combination of education and experience.
- Successful completion of qualification examinations, and maintenance of said qualifications as administered and authorized by the Ministry of Municipal Affairs and Housing; prefer qualified and registered in the following categories: Powers and Duties of CBO, House, Large Buildings, Complex Buildings, Detection, Lighting and Power, Fire Protection, Building Structural, Building Services, HVAC House and Legal Processes, Plumbing/All Buildings.
- Accredited (or in the accreditation process) with the Ontario Association of Architects (OAA) and/or as an Architectural Technologist (MAATO) and/or in the Professional Engineers Ontario (PEO) and/or with the Ontario Association of Certified Engineering Technicians and Technologists (CET) and/or with the Ontario Building Officials Association (CBCO).
- Extensive working knowledge of the Ontario Building Code and Building Code Act with particular emphasis on HVAC and plumbing system and requirements; Municipal Zoning and Property Standards By-laws, Planning Act, Ontario New Home Warranties Plan Act, Provincial Offences Act, Occupational Health and Safety Act, and other relevant Applicable Law.
- Knowledge of standards associated with various agencies such as Underwriters Laboratories of Canada [ULC], American Society of Heating, Refrigerating and Air Conditioning Engineers [ASHRAE], Canadian Standards Association [CSA], National Fire Protection Association [NFPA], and other applicable standards.
- Progressive and extensive experience in construction and ability to interpret plans, specifications and construction drawings relating to all buildings, with emphasis on Part 3 large buildings and post-disaster buildings.
- Excellent analytical, problem-solving, organizational, mediation and communication skills; ability to make independent decisions and judgement calls on matters relating to life, health and fire safety.
- Prioritizes customer needs or requests to meet conflicting demands; knows when meeting customer wants is not possible, then communicates this in a respectful manner.
- Ability to prioritize work and to work under pressure to meet legislative and other deadlines, ability to exercise discretion and judgement particularly when handling confidential and sensitive information.
- Ability to communicate effectively with all levels of Town Staff and elected Town, Provincial and Federal Officials, Staff of other governing bodies, Consultants, Builders,

Contractors, Developers, Architects, Engineers, Designers, the general public and building industry organizations.

- Demonstrated ability to coach others in order to provide appropriate levels of customer service without compromising regulatory requirements.
- Class “G” Driver’s License in good standing with own vehicle, including a level of insurance liability coverage acceptable to the Corporation to use on corporate business.

Salary: \$85,102 - \$106,377

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **May 2, 2024**, quoting the file number **24-37**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.