



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3635-001

CALL NO. 24-3639

Job Designation:	Zoning Examiner
Department:	Recreation and Culture
Job Details:	Full-Time (CUPE 1329)
Salary Range:	\$82,682 - \$100,828
Pay Grade:	11
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on May 6, 2024 .

We offer:

- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Manager, Zoning and Committee of Adjustment, the Zoning Examiner will be responsible for reviewing, evaluating, and providing recommendations on development proposals and applications. The successful candidate will also undertake work related to minor zoning by-law amendments and other technical modifications to assist in the interpretation of the zoning by-law.

Job Responsibilities:

- Review architectural plans and materials submitted with building permit, site plan, zoning certificate of occupancy applications, and other types of development applications, to ensure compliance with the applicable zoning regulations and applicable law
- Prepare zoning analysis reports of applications (i.e building permit, site plan, zoning certificate of occupancy, etc.) including corrective action where required.
- Respond to inquiries from the public, internal staff, external agencies and professional disciplines, such as architects, planners and surveyors, through written correspondence or verbal communication
- Attend pre-consultation meetings to provide zoning interpretation and feedback for development proposals
- Provide expert advice in the development of draft zoning by-laws
- Prepare draft public notices and provide zoning comments for Committee of Adjustment applications
- Support Committee of Adjustment services, including attendance at hearings / meetings as required
- Review various municipal applications, such as business licenses and pool enclosure permits, to determine zoning compliance
- Maintain and update data, records and by-law amendments in relation to zoning administration
- Provide ad hoc assistance on special projects / initiatives
- Perform other duties as assigned

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Qualifications:

- Successful completion of a relevant post-secondary diploma or degree such as architecture or urban planning combined with at least three years of zoning or relevant work experience
- Comprehensive knowledge of the Planning Act and Building Code Act, including applicable regulations and statutes and legal procedures
- Proven knowledge of and ability to navigate and interpret municipal zoning by-law regulations, architectural drawings, legal surveys and legally binding agreements / documents
- Working knowledge of the Town of Oakville zoning by-laws and municipal application processes related to land development is highly preferred
- Exceptional analytical skills, attention to detail, report writing and problem solving skills combined with effective organizational skills, and ability to meet deadlines and work effectively under pressure
- Possess excellent verbal and written communication skills as well as interpersonal and conflict management skills to deal effectively and confidently at all levels of the organization, with key stakeholders, citizens and business professionals
- Strong organizational skills, ability to multi-task, prioritize, meet deadlines and manage workload independently as well as in a team environment
- Proficient computer skills with database, annotation, mapping and word-processing software applications, including working knowledge of AMANDA, BlueBeam and ArcGIS
- Professional designation with Canadian Association of Certified Planning Technicians (CACPT), or Ontario Professional Planners Institute (OPPI) would be considered an asset
- Successful completion of Ontario Association of Committees of Adjustment & Consent Authorities' (OACA) Primer on Planning course and/or Ontario Building Officials Association's (OBOA) Land Use Planning and Zoning Enforcement course would be considered an asset
- Flexible and capable of working extra hours, as need (e.g. attend evening meetings, etc.)

DATED: April 8, 2024

We thank all applicants and advise that only those selected for an interview will be contacted.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3