

## FULL TIME EMPLOYMENT OPPORTUNITY PLANS EXAMINER



An excellent career opportunity awaits you at the Town of Huntsville. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! Located in Ontario's cottage country, the Town of Huntsville is the largest community in the District Municipality of Muskoka and in proximity to the west side of Algonquin Park. Within this exciting setting, the Town of Huntsville has a vibrant downtown and offers many cultural and outdoor recreational opportunities.

We are looking for the following position to complement our Development Services Division:

### **Plans Examiner**

Under the general direction of the Manager of Building and By-law Services/Chief Building Official, the Plans Examiner shall provide a high level of customer service, advice, and interpretation as it relates to the Ontario Building code and provide technical support to the Building Department. The incumbent will be responsible for receiving, processing and the issuance of building permit applications. These tasks will include receiving applications, reviewing plans, preparing letters and reports used in connection with all building permits, and assisting inspectors in the field as assigned.

Ideally, the successful candidate will possess a diploma in Civil Engineering Technology, Architectural Technology or equivalent and/or qualifications set out in the Ontario Building Code (BCIN): General or CBO Legal, house, Small Buildings, Plumbing-House, HVAC-House and On-Site Sewage Systems. Along with possessing excellent oral and written communications skills, the individual shall have the ability to present and speak to a variety of audiences. In addition, the candidate must have strong analytical skills as well as an ability to work independently. The candidate must also possess a valid Class G driver's license.

The annual salary range, based on a 35-hour work week, for this position is \$57,457.40 to \$63,336 and includes a comprehensive benefit package.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation we will work with you to meet your needs. Qualified applicants are invited to submit a cover letter and resume to the undersigned by May 24, 2024 @ 4 pm.

Human Resources Department  
**PLANS EXAMINER Competition**  
Town of Huntsville, 37 Main Street East  
Huntsville, ON, P1H 1A1  
[hr@huntsville.ca](mailto:hr@huntsville.ca)

*We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Corporation of the Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace.*