



SENIOR APPLICATION EXPEDITER (BUILDING PERMITS) 18-MONTH CONTRACT

JD#: CT297

Job Number: J0524-1183

Job Title: Senior Application Expediter (Building Permits) 18-month Contract

Department:

Building Standards Department

Job Type: Contract

Job Category: Building Inspections

Number Of Positions: 1

Date Posted: May 30, 2024

Closing Date: June 13, 2024

Salary: \$3,185.64 - \$3,427.60/Bi-Weekly

Hours of work: 35

Schedule: Monday to Friday

Union: CUPE 905 FT Clerical and Technical

Contract Duration: 18-months

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Position Overview

Responsible for receiving, reviewing, verifying and issuing all construction types of building permit applications, including complex submissions, for completeness and compliance with the minimum requirements of the Building Code Act and Ontario Building Code (OBC), including all applicable laws and by-laws, and calculation/collection of applicable fees, within provincially regulated time frames. Populates AMANDA data management system in relation to building permit applications. Organizes pre-building permit application consultation meetings with developers, builders, designers and applicable City staff. Responsible for Sign By-law reviews and appointed member of Sign Variance Committee representing Building Standards Department. Coordinates and monitors the workflow of Application Expeditors (Building Permits), oversees and organizes work processes, and provides information, interpretation and guidance on policies and procedures as well as ongoing mentoring and training. Primary point of contact for all Building Permit and Development Charge related enquiries and complaints. Supports Manager and Coordinator in daily Section operations including meetings, reports and reporting.

Qualifications and Experience

- Three (3) year Community College Diploma in Civil Engineering Technology, Architectural Technology or suitable equivalent.
- Minimum five (5) years related municipal experience or suitable equivalent including working with the public on a regular basis.
- Registered as a Qualified Designer OBC (minimum General Legal and Small Buildings)
- Proficient written and verbal communications skills, and strong interpersonal and public relations skills.
- Able to work cooperatively with team members and excellent organizational and analytical skills.
- Computer skills in Microsoft Office Suite (WORD, EXCEL, OUTLOOK, email). Proficient in AMANDA data management software and Bluebeam digital review software are considered assets.
- Must have required technical skill to discern and understand drawings and supporting documentation to determine completeness of permit submission and to calculate fees properly.
- Ability to deal with difficult and confrontational clients
- Ability to prioritize concentrated/focus oriented tasks based on importance and urgency with citizen service and interruptions
- Ability to balance competing interests
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies
- A valid Ontario 'G' driver's license, in good standing, for use of City vehicle.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.