



Architectural Plans Examiner I

Regular Full Time

Requisition ID: 3880

Salary Range: \$69,960 to \$78,608 Annually

The City of Markham is proud to be recognized for the 4th consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2024, the City of Markham is ranked the top city in Ontario and in the top 10 for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 357,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being received for the above position in the Building Standards Department within the Development Services Commission. While all applications will be received, current members of CUPE 905 (Inside Workers) will be given first consideration. To apply, please submit your resume and cover letter online at www.markham.ca/careers by **June 27, 2024**.

Join us and make a lasting difference!

JOB SUMMARY

Reporting to the Supervisor, Plans Review, you will be responsible for reviewing assigned plans, specifications, calculations, and other design data submitted by design professionals with housing permit applications, including detached houses, semi-detached houses, row houses and secondary suites. You will ensure that such applications fully conform to the requirements of the Ontario Building Code and all applicable acts, regulations, by-laws and policies.

KEY DUTIES AND RESPONSIBILITIES

- Accurately reviews assigned permit applications in accordance with departmental practices and service levels and ensures that permit documents within the scope of responsibility are in compliance with the Ontario Building Code, referenced standards and any applicable law.
- Provide verbal and written interpretation of the Ontario Building Code and referenced standards to the general public, designers, contractors, Architects and Professional Engineers.
- Accurately verifies gross floor area, area of work, permit fee & construction value multipliers in accordance with the Building By-Law & other departmental standards.
- Provide expert witness in court proceedings where necessary.
- Accompany the building inspector and conduct on site inspections where necessary.
- Aware and understand new policies, code revisions and legislation.

REQUIRED SKILLS & COMPETENCIES

- Community College Diploma in Civil Engineering or Architecture, or equivalent
- Minimum of three years experience related to the review / inspection and / or design / construction of Part 9 housing
- Working knowledge of Parts 1, 2 and 9 of the Ontario Building Code essential
- Building code qualified (BCIN) in *General/Legal Process* and *House* required. Qualification in *HVAC-House* an asset.
- Proficient in computer applications such as Microsoft 365, AMANDA and Project Dox



- Excellent communication skills
- Strong customer service and problem solving skills
- Knowledge of good engineering and construction practice
- Tact and diplomacy

CORE BEHAVIOURS

- **Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.
- **Change & Innovation:** Responds positively and professionally to change and helps others through change.
- **Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.
- **Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.
- **Accountable & Results Oriented:** Demonstrates ethical behaviour and accountability, aligns with City values, and abides by relevant policies and legislation.
- **Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.