

## Plans Examiner

Reporting to the Senior Plans Examiner, the Plans Examiner, is responsible for ensuring the plans of all buildings or structures having or requiring a building, demolition, or change of use permit are reviewed in conformance with the Building Code Act (BCA), Ontario Building Code (OBC) and all applicable law. This includes standards referenced by the OBC (e.g. ULC, NFPA, CGSB, CSA, ASTM & ANSI), municipal by-laws, development agreements and other related regulatory statutes (e.g. Ministry of Environment, Ontario New Home Warranty Plan Act, Provincial Offences Act, Planning Act & Conservation Authorities Act, etc.).

### Job Duties Include

The responsibilities and duties of this position includes but are not limited to:

- Reviews permit applications, construction drawings and related documentation for compliance to applicable codes, acts and by-laws, prior to the issuance of building permits.
- Issues building, demolition and change of use permits, and orders under the Building Code Act.
- Verifies permit fees and estimated costs of construction for building and demolition permit applications.
- Confirms dwelling unit type and number for the purpose of calculating residential development charges, and calculates municipal non-residential development charges.
- Conducts a comprehensive review of structural, architectural, mechanical and plumbing components of construction drawings and specifications for buildings and structures to establish conformance with the Ontario Building Code and other applicable law.
- Makes timely, practical and appropriate decisions in office and onsite, based on function related applicable law, code knowledge, expertise, good construction practice, design theory and other factors affecting the situation.
- Investigates and responds to customer enquiries by telephone, in person and via email.
- Carries out site inspections to verify and determine compliance with reviewed and submitted drawings, as required.
- Provides evidence before the courts and the Ontario Building Code Commission as a reliable and authoritative witness with pertinent evidence, as required.
- Participates in the evaluation and approval of compliance alternatives submitted by architects and engineers for building designs.
- Liaise with other municipal departments and sections.

### Qualifications/Skills

- Diploma or degree in Architectural Technology, Building Science or Civil Engineering Technology with a minimum of five (5) years relevant and current experience in the field, or a combination of training, education and experience deemed equivalent.
- Qualification and registration as mandated by the Ministry of Municipal Affairs and Housing in the following categories:
  - General/Legal Process
  - House
  - Small Buildings
  - Large Buildings
  - HVAC - House
  - Building Services

- Plumbing - House
- Plumbing – All Buildings
- Eligibility for and willingness to obtain and maintain certification with the Ontario Building Officials Association (OBOA) as a Certified Building Code Official (CBCO).
- Excellent written, verbal and listening communication skills.
- Able to prepare well written reports and conduct effective presentations.
- Experience with permits and order issuance, customer service, professional designers consultation, geotechnical and hydro-geological report evaluation, administration of the legal aspect of the BCA, representation in courts.
- Excellent customer service skills to deal effectively with staff at all levels and respond to the public by telephone, in person and via email.
- Ability to plan and organize work with minimal supervision and meet deadlines.
- Excellent ability to read and interpret plans and specifications.
- Strong Code knowledge and experience to deal with highly complex life and fire safety matters; and is able to provide advice to architects and engineers.
- Certified Engineering Technologist (CET) or Member of the Architectural Technologist of Ontario (MAATO) designation is considered an asset.
- Working level knowledge of BlueBeam Revu™ would be considered an asset.
- Proficient in M365 (Word, Excel, PowerPoint and Outlook) and municipal database applications (i.e. AMANDA).
- Valid Class G driver's licence with clear driver's abstract.
- Ability to provide a current criminal reference check satisfactory to the Town of Ajax.

### What is offered

- **Rate of Pay** - \$47.70 - \$50.47 (\$86,814 - \$91,855 per year)
- **Hours of Work** - This is a unionized position that works a 35-hour work week. The hours of work are Monday to Friday from 8:30 a.m. to 4:30 p.m. and are in accordance with Schedule A of the Collective Agreement.
- **Benefits:** The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus, a defined benefits pension (OMERS pension).
- **Hybrid Work Environment:** A flexible work arrangement, including the option to work from home some of the time, is currently a possibility with this position, and can be discussed during the interview process.

### How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at [www.ajax.ca/careers](http://www.ajax.ca/careers). The closing date for this position is **11:59 p.m. on July 5, 2024**.

### Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.