

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Temporary Full-Time, Unionized** opportunity in the **Building Standards Department** for an experienced and motivated individual.*

**Zoning Plans Examiner II – 6-month contract  
(FILE #J0824-0752)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

**Responsible for:**

Responsible for the review of site plans, architectural drawings, and documentation to ensure compliance with Zoning By-Laws, development agreements and applicable laws. Responsible for the delivery of Zoning Section's front line customer service with respect to front-counter and telephone inquiries providing verbal and written responses to the public, City departments, external agencies, key stakeholders, business, and legal professionals. Provides comments to various departments regarding Committee of Adjustments applications, draft Zoning By-Laws and By-Law Amendments, Part-lot Control Exemptions, Site Plan Applications, draft Plans of Subdivisions, and Condominium Plans. Represents the Building Standards Department at Committee of Adjustment meetings, Ontario Municipal Board Hearings and in court proceedings, as required.

**Qualifications and experience:**

- Successful completion of a University Degree in an Architectural or Planning related discipline or suitable equivalent.
- Possesses a minimum of one (1) or combination of the following Certifications:
  - o Member of the Ontario's Professional Planners Institute (OPPI).
  - o Ontario Association for Applied Architectural Sciences (OAAAS),
  - o Certified Technologist in the Association of Architectural Technologists of Ontario (AATO)
  - o Member of the Ontario Building Officials Association (OBOA)
- Minimum of five (5) years related municipal experience including three (3) years related zoning experience, or suitable equivalent
- Working knowledge of municipal by-law and municipal processes and planning principles, legal procedures, specifically interpretation of zoning by-laws, applicable statutes, legal documentation and regulations including the Planning Act and the Building Code.
- Experienced and knowledgeable in reading /interpreting architectural, elevation, cross-section and site plan drawings and legally binding agreements, including various plan documents and the ability to read the points of elevation and grade changes on site plan/lot grading plans and other documentation (retaining wall heights, reverse driveway slopes, finished floor elevations, and height of porches).
- Highly developed interpersonal skills, with the ability to interact and communicate effectively (oral and written) and confidently at all levels of the organization, with key stakeholders, citizens, business professionals, within a team environment.
- Excellent analytical, report writing, grammatical and problem- solving skills coupled with effective organizational skills, and ability to meet deadlines and work efficiently under pressure.
- Proficient records management skills.
- Possesses a valid Ontario "G" Class drivers' license in good standing.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before **Friday September 6<sup>th</sup>** at: [City of Vaughan - Zoning Plans Examiner II - 6 month contract \(njoyn.com\)](https://njoyn.com)

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.*