

**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.*

**Application Expediter (Bldg. Permits) (Contract up to 6 months)  
(FILE #J0824-0571)**

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 receiving, reviewing, verifying and issuing all construction types of building permit applications for completeness and compliance with the minimum requirements of the Building Code Act and Building Code (OBC), including all applicable laws and by-laws, and calculation/collection of applicable fees, within provincially legislated timeframes. Validates information presented including address, legal description, scope of work, applicant and owner are accurate and complete. Populates AMANDA application management system in relation to building permits. Delivers department's front line customer service including acting as a primary contact for both internal and external clients. Performs Sign By-law reviews, advises if sign variance is required, and other applicable legislation. Prepares timely reports as requested.

**Qualifications and experience:**

- Three (3) year Community College Diploma in Civil Engineering Technology, Architectural Technology or suitable equivalent.
- Minimum three (3) years related municipal experience or suitable equivalent including working with the public on a regular basis.
- Registered as a Qualified Designer (minimum General Legal and Small Buildings) or willing to attain qualifications within 6 months of employment.
- Membership in a Canadian professional organization considered an asset (e.g. OAA, PEO, OACETT).
- 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 the necessary technical skill to discern and understand drawings and supporting documentation to determine completeness of permit submission and to calculate fees properly.
- Ability to prioritize concentrated/focus oriented tasks based on importance and urgency with citizen service and interruptions.
- Ability to balance competing interests.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary departmental or corporate objectives.

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 - Application Expediter \(Bldg Permits\) \(Contract up to 6 months\) \(njoyn.com\)](#)

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.*