



# Town of Whitby Employment Opportunity

## Temporary Plans Examiner I

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to and under the direction of the Supervisor of Building Services, the Plans Examiner is responsible for performing legislated plans examinations inspections required by the Ontario Building Code for houses, and residential buildings to ensure compliance with all applicable Laws, Town By-laws and the Ontario Building Code. Primary duties include, but are not limited to:

- the review and examination of building plans and ensuring compliance with the Ontario Building Code and all applicable law and Town by-laws;
- maintaining all pertinent files and records;
- providing public education related to the application process, zoning information and Ontario Building Code interpretation;
- enforcing the Ontario Building Code with respect to illegal building activity, issuing orders, collecting evidence and attending court;
- the coordination of approvals from other departments and outside agencies;
- providing assistance and guidance on technical matters and building code interpretations to Building Division staff;
- advise the Chief Building Official of issues that require further review and interpretation, and perform site inspections; and,
- other duties as may be assigned.

As the successful applicant, you must possess:

- a post-secondary Diploma or Degree in Architecture/Engineering Technology or a related discipline;
- a minimum of two (2) years directly related experience;
- be qualified as per The Ontario Building Code in the categories of:
  - General/Legal processes
  - House
- an intermediate level of knowledge in Microsoft Office applications and a working knowledge of AMANDA applications;
- strong reasoning, numerical, and technical skills to evaluate plans;
- well-developed interpersonal and public relations skills to maintain good relationships with staff and the general public;
- the ability to communicate orally and in written form in a clear and concise manner;
- strong research and analytical skills to keep abreast of changes in the field;
- demonstrated conflict resolution skills;
- ability to work independently, with minimal supervision, in a team environment; and,
- a valid Class "G" Driver's Licence, maintained in good standing, with access to a personal vehicle.

**Salary:** \$51,815 - \$64,756 per annum

**Hours:** Monday to Friday – 8:30 a.m. to 4:30 p.m.

**Application Deadline:** Thursday, November 22, 2018

### Application Instructions:

To be considered for this challenging opportunity, please apply through the Town of Whitby website; [Current Opportunities](#).

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.