



The Township of Oro-Medonte requires a **Permit Coordinator/ Junior Plans Examiner**

Located in the heart of Ontario's playground, between the cities of Barrie and Orillia, the Township of Oro-Medonte is a picturesque and progressive community which prides itself on its rich heritage and unparalleled recreational opportunities, making it one of Ontario's premier quality of life communities.

The Township of Oro-Medonte is currently seeking applicants for a **6 month full time contract position** of "**Permit Coordinator/Junior Plans Examiner**". Applicants will be considered in accordance with the terms outlined in the Collective Agreement.

Reporting to the Deputy Chief Building Official, the Permit Coordinator/Junior Plans Examiner will join the Development Services Department - Building Division intent on maintaining a superior level of service to the public. Provides advice and interpretation as it relates to the Ontario Building Code and provision of customer service for Department. Responsible for intake and review of building permit applications required by Ontario Building Code, Provincial Legislation regarding building construction, alterations, additions, renovations, relocations and demolitions.

KNOWLEDGE:

- a) Minimum of 2 years' experience in Municipal Government with working knowledge of the Ontario Building Code Act, applicable law and Regulations;
- b) Must hold or be working towards obtaining your Certified Building Code Official designation;
- c) The following Provincial Designations are required:
 - i. General Legal/Process for Inspector;
 - ii. House;
 - iii. Small Buildings;
 - iv. Plumbing – All Buildings;
 - v. HVAC – House;
 - vi. On-site Sewage;
 - vii. Building Services;
 - viii. Detection, Lighting & Power;
 - ix. Building Structural;
 - x. Fire Protection.
- d) Architectural Technologist, Applied Science Technologist, Certified Engineering Technologist or similar designation a requirement;
- e) Ability to read and understand plans, blueprints and building construction drawings;
- f) Must hold the appropriate motor vehicle licence (G) classification as outlined by Government Regulations.

This is a contract bargaining unit position and offers a salary commensurate with experience and education with a salary range of \$28.22 to \$33.93 per hour (2022 grid). Please address your resume to the attention of **Tamara Obee CHRL, Director, Human Resources**, and deliver by **12:00 noon, Friday, September 30th, 2022**.

Township of Oro-Medonte
148 Line 7 South, Oro-Medonte, ON L0L 2E0
Phone (705) 487-2171 Email: careers@oro-medonte.ca

A detailed job description is available on our website www.oro-medonte.ca

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.

POSITION TITLE:

**PERMIT COORDINATOR/JUNIOR PLANS
EXAMINER**

PERFORMANCE CRITERIA AND JOB DESCRIPTION

STATEMENT:

Provides advice and interpretation as it relates to the Ontario Building Code and provision of customer service for Department. Responsible for intake and review of building permit applications required by Ontario Building Code, Provincial Legislation regarding building construction, alterations, additions, renovations, relocations and demolitions.

REPORTS TO:

Deputy Chief Building Official

**PERSON REPORTING TO
INCUMBENT:**

None

RESPONSIBILITIES:

- a) Responsible for receiving, processing, review, verification and issuance of building permit applications required by Municipal by-laws and Provincial Statutes regarding all building construction, alterations, additions, renovations, relocations and demolition; assist the public in completing applications and reviewing alternatives to incomplete or non-compliant applications;
- b) First public contact for building permit inquiries, meet and consult with applicants on the application process, the contents and technical requirements of the Ontario Building Code and other Applicable Law;
- c) Responsible for reviewing plans, specifications, surveys, property files, for conformance with Ontario Building Code;
- d) Books inspections;
- e) Calculate permit fees for payment at building permit submission;
- f) Compile building/septic file search request information;
- g) Responsible for analysis and calculations of structural design loads, as per Ontario Building Code;
- h) Responsible for the review and verification of sewage system designs submitted and the inspection thereof to ensure environmental compatibility and compliance with Part 8 of the Ontario Building Code, the intent of which applies to the construction, operation and maintenance of sewage systems;

- i) Responsible for contacting permit applicant/agent, architect, engineer, contractor or designer in the event of non-compliance with the Building Code, Zoning By-law or other statutes and departmental policies under the direction of the Chief Building Official or Deputy Chief Building Official;
- j) Provide technical support to the public with respect to requirements of the Ontario Building Code, relevant Municipal By-laws and other applicable legislation, including assisting the applicants and reviewing applications for completeness;
- k) Work in co-ordination with other regulatory bodies, staff and other agencies in matters relating to permit issuance;
- l) Responsible for updating and maintaining computerized files and information packages as they relate to the plans examination and public education packages;
- m) Responsible and accountable for organizing and maintain personal log book and office records sufficient to the requirements of the Department and Court appearances, to enable prosecution proceedings under the Building Code Act and the Provincial Offences Act;
- n) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department in order that professional competence is maintained;
- o) Participate in the Township's Health & Safety Program, wear & maintain personal protective equipment as required, approved and issued; report any incidents, accidents or hazards to the Supervisor;
- p) Undertakes representative duties as Permit Coordinator/Junior Plans Examiner with the community, Provincial and inter-municipality as required/directed; and acts as an "ambassador" for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times;
- q) Other duties as may be assigned by the Chief Building Official and/or the Deputy Chief Building Official.

COMMUNICATION:

- a) Possesses a good understanding of Department related problems and has an appreciation of Township Policies, Practices and Responsibilities including but not limited to Smoking in the Workplace; Respect in the Workplace and Accessibility Standards for Customer Service;

- b) Deals effectively and tactfully with the general public;
- c) Communicate and liaise with the Senior Management Team, co-workers, the public and other agencies;
- d) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protections of Privacy Act and Municipal Policy.

KNOWLEDGE:

- a) Must hold or be working towards obtaining the Certified Building Code Official designation;
- b) Minimum of two years working knowledge of the Ontario Building Code Act and Regulations; applicable law pertinent to Building Code Act and the Municipal Act;
- c) Minimum of two years working knowledge and experience in the operations and framework of Municipal Government;
- d) Architectural Technologist, Applied Science Technologist, Certified Engineering Technologist or similar designation a requirement;
- e) Provincial Designation as a qualified Inspector with the following categories of qualifications:
 - i. General Legal/Process for Inspector;
 - ii. House;
 - iii. Small Buildings;
 - iv. Plumbing – All Buildings;
 - v. HVAC – House;
 - vi. On-Site Sewage;
 - vii. Building Services;
 - viii. Detection, Lighting & Power;
 - ix. Building Structural;
 - x. Fire Protection.
- f) Familiarity with types of building materials, construction and procedures;
- g) Ability to read and understand plans, blueprints and building construction drawings;
- h) Must hold the appropriate motor vehicle license (G) classification as outlined by Government Regulations;
- i) Ability to work independently;
- j) Knowledge of all legislation and by-laws pertinent to the execution of the required duties, including Zoning By-law;
- k) Working knowledge of GIS and AutoCAD;

- l) Sound knowledge and experience with general computer software applications;
- m) Strong organizational and time management skills involving attention to multiple deadlines;
- n) Demonstrated experience in providing a high level of customer service;
- o) Willingness to attend job related educational courses, seminars, etc., as required;
- p) Ability to think and act appropriately in a political community service environment and to deal courteously and effectively with elected officials, the general public/residents, staff and other departmental/corporate contacts.

PERFORMANCE STANDARDS:

The Permit Coordinator/Junior Plans Examiner shall meet the level of satisfactory performance in each of his/her responsibilities:

Quality of Work

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

Quality of Performance

- b) Frequency of errors, efficient use of resources, excellence of workmanship.

Attitude

- c) Convey a positive influence towards the Development Services Department, Senior Management Team, staff and the Public.

Dependability

- d) Shall assure one's own reliability, punctuality and attendance.

Initiative

- e) To work conscientiously, using resourcefulness, ingenuity and suggestions for improvement of the Corporation.