

## **NOTICE OF VACANCY**

### **PLANS EXAMINER IV**

*Building and By-law Services Department*

#### **Summary of Major Responsibilities include (under review):**

##### **Delivery of Plan Review Advice and Services**

- Plans Examiner IV provides plan review services for;
  - The proposed construction, extension, material alteration or repair, demolition or the change of use of residential buildings that are a detached house, semi-detached house, townhouse or row house containing not more than two dwelling units in each house with a building area of not more than 600 m<sup>2</sup> and not more than 3 storeys in building height, plus any accessory buildings thereto with a building area of not more than 50 m<sup>2</sup>, excluding on-site sewage systems, as an appointed inspector under the Building Code Act;
  - The proposed installation of an outdoor swimming pool or spa associated with the properties of buildings noted above, with respect to the required enclosure;
  - The proposed installation of a private retaining wall associated with the properties of buildings noted above; and
  - The final lot grading and drainage control measures for projects regulated by a subdivider's agreement;
- Provides plan review services of buildings and properties as described above to confirm compliance with regulations, including;
  - The Building Code Act
  - The Ontario Building Code, Parts 1, 2, 4, 6, 7, 9 and 11
  - The Pool Enclosure By-law
  - Building By-law including private retaining walls
  - Subdivider's agreements with respect to final lot grading and drainage control measures on private property
  - Provides plan review services for the proposed construction of buildings and accessory buildings for compliance with the Ontario Building Code for the following components;
  - Soil conditions for footings and bearing capacity
  - Structural components of foundations, framing, columns and beams using concrete, masonry, wood, wood by-products and steel
  - Residential plumbing systems including water supply and sewage disposal and associated venting, and fixtures such as sinks, toilets, showers, tubs and laundry facilities
  - Residential heating, ventilation and air-conditioning systems including ducts
  - Woodstoves, wood-burning fireplaces and gas fireplaces
  - Insulation, vapor barrier and air barrier systems
  - Safety systems including exits, access to exits, stairs, railings, handrails, smoke alarms, CO detectors, fire walls, fire separations and spatial separations.
  - Exterior finishes including brick veneer, siding, stucco, precast panels, windows, doors, roofing, fascia and soffits.
- Interior finishes including flooring, walls, ceilings and lighting
- Provides plan review services for the proposed demolition of buildings and accessory buildings for compliance with the Ontario Building Code and related municipal regulations for the following matters:
- Protection of the public from the demolition site;
- Removal of all demolition debris;
- Proper and safe capping of water services, sewers, wells, septic tanks, electrical services and gas services; and
- Backfilling and grading of the site.
- Investigates complaints of alleged design contraventions with respect to the various regulations listed above.
- Issues permits on behalf of the Chief Building Official when the application is found to comply with the prescribed requirements of the Building Code Act and/or the applicable by-laws.
- Provides general information and interpretation of a technical nature for designers, suppliers, building owners and utility agencies of Building Code regulations.
- Provides general comments regarding development applications (i.e. draft plans of subdivision) with respect to potential construction difficulties.
- May be required to attend buildings or properties where construction is proposed to better understand the existing conditions.

##### **Customer Service**

- Assists the Manager with the review of branch administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in customer service.
- Responds to inquiries from the public, clients, elected officials, other departments and government agencies; deals with all contacts in a courteous, efficient and professional manner to promote a high standard of public relations at all times.

### Contribution to Team Membership

- Co-ordinates the review of applications by other parties to confirm compliance with all applicable laws as well as subdivision agreements and site plan agreements.
- Provides general guidance of a functional or technical nature for other staff and broad indoctrination for new employees, sometimes requiring some interpretation and judgment.
- Maintains sound knowledge of legislation, regulations, current industry practices, corporate policies and procedures, applicable and case law, etc. relating to the construction industry; attends seminars, workshops, conferences and courses as required; conducts pertinent research.
- Maintains effective and co-operative liaison and exchanges information with other staff, municipalities, government agencies and other organizations; attends meetings of approved professional associations as a representative of the Building Services Department as required.
- Undertakes special projects, champions the corporate mission and values among
- Departmental colleagues and interdepartmentally/corporately, and performs other duties as assigned.

### Administration

- Calculates and collects permit fees and grading fees in accordance with fee by-laws. Collects development charges, water meter fees and other associated fees and levies as determined by others and collectable at the time of a permit issuance. Issues receipts for all payments received.
- Assists the Manager with the review of branch administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in customer service.
- Prepares, retains and retrieves data and records concerning their plan review and investigation activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws and with City and departmental policies and procedures, including all data in written or electronic format.

### Other Duties/Activities

- Performs other duties as assigned or required.

Applicants must have:

### Key Qualifications (under review):

#### Education (degree/diploma/certifications)

- Two years of college education in the areas of Architectural Technology or Civil Engineering Technology plus BCQ certification through the Ontario Building Officials Association plus the passing of Ministry of Municipal Affairs and Housing exams in the following categories:
  - Legal Responsibilities for CBOs
  - Houses
  - Plumbing – House
  - HVAC House

#### Experience

- At least two years of experience in the conducting of plan reviews of buildings to confirm compliance with regulations.

#### Knowledge/Skill/Ability

- Good working knowledge of the Building Code Act and the Ontario Building Code and other building-related legislation/regulations/by-laws and related plan review processes; contemporary issues in the building industry; building design and construction principles; lot grading and drainage control principles; municipal government; the Occupational Health and Safety Act; and related construction regulations.
- Demonstrated ability to read building plans with respect to structural systems, plumbing systems, heating systems and lot grading.
- Availability to accommodate deadlines, meeting attendance and/or peak period workloads that may extend beyond the normal workday or may occur on evenings/weekends, as may be required.

The 2014 pay range (under review) is \$48,539 to \$59,259 per year (\$26.67/hr to \$32.56/hr). The hours of work will be 35 hours/week.

**Please submit your resume electronically by quoting file #I-15-11 Plans Examiner IV (MS Word format only; quote file number in subject line), by Monday, July 13, 2015 to:** E-mail [hrjobs@barrie.ca](mailto:hrjobs@barrie.ca) Human Resources Department, City of Barrie, P.O. Box 400, Barrie, Ontario, L4M 4T5.

The Corporation is seeking a friendly, personable, dedicated, enterprising and results-oriented leader. *The City of Barrie provides a dynamic operating environment and working conditions. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility. Questions regarding collection should be directed to the Human Resources Department at 705-739-4202.*