



Plans Examiner
Permanent Full-Time
J0324-0272

The Town of New Tecumseth is looking for a Plans Examiner to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Deputy Chief Building Official/Senior Building Inspector, this position is responsible for completing plan examination functions derived from building permit applications made under the Building Code Act (BCA). As well, the position provides technical assistance to applicant enquiries related to future or current applications. On occasion, the Plan Examiner will be required to perform on site building inspections pertaining to architecture, structure, plumbing, HVAC, and private on-site sewage systems. All tasks shall be performed in a safe manner and within the regulations of the Occupational Health and Safety Act.

How you contribute to our organization:

- Perform plan examination functions related to the architecture, structure, plumbing, HVAC, private on-site sewage systems, fire detection systems, fire suppression systems, etc., pertaining to new construction, additions, and alterations while ensuring compliance with applicable legislation and regulations.
- Complete plan examination functions for all classifications of buildings and structures (Group "A", "B", "C", "D", "E" & "F") as per Ministry of Municipal Affairs and Housing qualifications; ensuring compliance with the Ontario Building Code, noting deficiencies, and resolving deficiencies as required.
- Provide assistance to homeowners and contractors in completion of building permit applications and/or provides assistance with the Ontario Building Code and technical interpretation as appropriate. Review applications for building permits and/or municipal permits and ensures that the applications and the construction plans, specifications, and supporting documentation submitted conform to the requirements of the Ontario Building Code, municipal by-laws, and applicable legislation. Inform the owner/applicant, in writing, should an application be deemed incomplete. Coordinate work flow to ensure applications are reviewed in accordance with mandated Provincial Regulations.
- Attend Committee meetings and/or Council meetings as required.
- Compose and sign correspondence; including Orders to Comply, letters, memoranda, and transmittals.
- Attend Provincial Offences Court on behalf of the Town; prepare detailed evidence reports.
- Provide customer service assistance and assists other clerical staff.

What you bring to the team:

- Two-year College Diploma Program in Architectural or Civil Engineering.
- Eligible for membership in the Ontario Building Officials Association as Building Code Qualified (BCQ) and/or Certified Building Code Official (CBCO) with licenses in: Legal Processes, Small buildings, Plumbing House, Sewage Systems, Building Services.
- Wood Energy Technology Transfer (WETT) certified would be an asset
- 3-5 years' work experience in plan examination and building inspections.
- Must possess a valid G Driver's Licence.
- Qualified with the Ministry of Municipal Affairs and Housing in the following categories: Legal Processes; House; Small Buildings; Large Buildings; Complex Buildings; Detection, Lighting and Power; Fire Protection; Building Structural; Building Services; HVAC House; and Plumbing/All Buildings.

- Thorough working knowledge of: The Building Code Act, Ontario Building Code, Municipal Zoning By-law, Property Standards Bylaw, Planning Act, TARION Warranty Corp., Provincial Offences Act, and the Occupational Health and Safety Act.
- Excellent inspection, analytical, problem-solving, organization, and communication skills; ability to make independent decisions and judgement calls in the field.
- Requires excellent communication skills with all levels of staff and government, elected officials, consultants, builders, contractors, developers, architects, the general public, and building industry organizations.
- Experienced in performing all inspections related to agricultural, residential, commercial, institutional, and industrial buildings, etc.

Salary: \$71,853.60 - \$89,853.40, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, Monday to Friday, 8:30 am – 4:30 pm

Location: Town Administration Centre

Start Date: April 29, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (college diploma, training, etc) through our [Applicant Tracking System](#) by April 1st.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0324-0272&BRID=EX264044&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.