



## **JOB OPPORTUNITY**

### **DEVELOPMENT SERVICES TECHNICIAN**

#### **Working for City of Thorold**

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

#### **Primary Function**

Under the direction of the Manager of Building Services, the Development Services Technician is a front-line representative of the Building Division providing excellent customer service and receives all applications for the Building Division.

#### **Duties and Responsibilities**

- Assists customers at the counter and through correspondence.
- Receives all permit applications for the Building Division
- Conducts preliminary screenings for completeness of applications
- Responds to general enquiries from the public concerning the Building Division services
- Liaison with industry stakeholders and the community
- Calculate fees associated with department related applications
- Data entry related to applications for the Building Division
- Schedules inspections associated with the Building and By-law Divisions
- Distributes complaint files to department staff
- Supports staff in the review of plans and the processing of applications for accessory buildings (i.e. shed & garages), decks and signs on an as needed basis
- Assists Plans Examiners with the review of applications for zoning compliance as required
- Other related duties as assigned

## Education/Experience

- Diploma or certificate in a minimum two (2) year college program related to construction management, construction engineering or similar programs or a combination of equivalent related education and relevant work experience
- Minimum of two (2) years within the customer service industry preferably within a government organization
- Experience with a Windows based operating system and Microsoft Office Suite
- Data entry experience considered an asset
- Must possess a Ministry of Municipal Affairs Building Code Identification Number (BCIN) and be qualified in 'General Legal'.
- 'House' qualification from the Ministry of Municipal Affairs and Housing would be an asset, however qualification will be required before the end of the probation period
- Knowledge of the legal and administrative aspects of the building permit process
- Familiar with land use planning and zoning
- Ability to accurately interpret construction plans
- Ability to understand and explain by-laws and regulations
- Excellent verbal and written communication skills required
- Excellent customer service skills required
- Ability to manage time effectively to meet tight deadlines
- Detail oriented
- Effective organization skills
- Active listening skills

## Conditions of Employment

Required to work under the general supervision of the Manager of Building Services in an office environment involving mental and visual concentration with frequent interruptions. Work closely with departmental staff. Some overtime may be required.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

**Job Location:** City Hall  
3540 Schmon Parkway, Thorold

**Job Rate:** \$29.99

**Hours of Work:** Monday to Friday (inclusive)  
8:30 a.m. - 4:30 p.m. 35/hrs per week

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources, via [hr@thorold.ca](mailto:hr@thorold.ca) no later than **Sunday April 21, 2024**. Please indicate the position you are applying to in the email subject line. **Only those**

**applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.