



Experience it – Ajax!

The Town of Ajax, situated on the northern shore of Lake Ontario, is an innovative municipal sector leader that provides a variety of services to one of the fastest growing communities in Ontario. With over 130,000 residents, Ajax's rich heritage and culturally diverse community make it a great place to work and live.

Position Title

Reporting to the Supervisor of Permit Review and Compliance, the Zoning Examiner, has the responsibility for ensuring that all buildings, structures, and signs requiring a building or change of use permit are reviewed in accordance with By-laws, the Planning Act, and related regulations and applicable law as defined in the Ontario Building Code Act for the purposes of issuing permits. Provides front counter, email and telephone customer services responding to general enquiries regarding land use designation, zoning requests, and building permit applications. Other responsibilities include, but are not limited to, assisting with building permit application assessment and intake, and responding to Compliance Letters, while working closely with the Plan Examiners to ensure that building permits are issued within the legislated timeframes. Updates property tracking and repository systems (AMANDA and Laserfiche).

Key Duties

- Reviews and provides comments on all building and sign permit applications, property information, to ensure compliance of the proposal with all applicable zoning by-law regulations, conditions of approval, and other applicable laws as defined in the Ontario Building Code Act (BCA).
- Provides front line interpretation of the Zoning and Sign By-laws; responds to enquiries from the public, Council, staff, and agencies pertaining to zoning and sign regulations and other applicable law.
- Provides technical assistance to customers and the general public over the counter, receives and responds to telephone and e-mail enquiries.
- Utilizes AMANDA (Application Management and Data Automation) to document information and indicate task review status.
- Answers enquires, investigates, and responds to complaints and undertakes duties as assigned or as necessary to carry out work in an efficient and effective manner.
- Engages with the Permit Application Examiner on all zoning enquiries related to building permit applications.
- Advises owners, applicants, consultants, and others as appropriate to enable them to understand the nature of an incomplete submission, non-conformity/non-compliance with official plan policy and zoning provisions.
- Remains current with new legislation, policies, and planning practices in order to have the knowledge and skills to explain and apply provisions.
- Provides assistance and back-up to the Permit Application Examiner when required, including attending to customers, and screening of permit applications for conformity to the submission requirements.

Qualifications/Skills

- Relevant University Degree/College Program (3-4-year degree/diploma in Planning or related field of study) or a combination of education and experience deemed equivalent.
- Minimum one (1) year related municipal experience.
- Full or candidate membership in the Canadian Institute of Planners (CIP) / Ontario Professional Planners Institute (OPPI) / Canadian Association of Certified Planning Technicians (CACPT) and are either accredited with the designation of Certified Professional Planner (CPT) or Registered Professional Planner (RPP); or are in the process of accreditation.
- Strong research skills: able to seek and analyze information from all sources to properly assess status of assigned projects, identify best practices, and recommend improvements to operating procedures and standards.
- Ability to read and interpret property surveys and reference plans, architectural drawings, site plan drawings and associated documents, and proficient in mathematical calculations (lot coverage, building area, etc.)
- Knowledge of relevant legislation; zoning by-laws; municipal by-laws and processes; planning principles; legal procedures; and applicable laws, statues, and regulations.
- Excellent ability to think logically and consistently – ensure the decisions are not arbitrary and based on a rational approach to solving the issue at hand based on sound principles.
- Excellent communications skills: necessary for public presentations and appearing in meetings before internal departments and external agencies; accurate, error free and effective written communication required in report writing, preparation of correspondence, e-mails, etc.
- Demonstrated ability utilizing analytical, organizational, report writing and communication skills.
- Ability to deal courteously and effectively with the public, staff, developers, councillors, etc.
- Ability to interpret customer needs of a diverse background is required, respectful of diverse opinions and perspectives.
- Computer experience, particularly with Microsoft Office Suite, AMANDA, , and Mapviewer or other GIS applications.
- Experience in the broader public sector, in a unionized environment an asset.
- Working level knowledge of BlueBeam Revu™ is considered an asset.

Members of CUPE bargaining unit will be considered first in accordance with the collective agreement. If there are no qualified candidates from within the bargaining unit, consideration may be given to other applicants.

What is Offered to Staff

- Rate of Pay: \$39.48 - \$42.09 per year.
- Hours of Work: This is a unionized position that works 35 hours per week. The hours of work are Monday to Friday from 8:30 a.m. - 4:30 p.m. and are in accordance with the CUPE Collective Agreement.
- Benefits: The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre Combo Membership; plus a defined benefits pension (OMERS pension).

How to Apply

This position is being advertised concurrently to internal and external candidates and applications are accepted online. To apply to this position, please click the 'Apply Now' button below.

Internal closing date: 11:59 p.m. on Friday October 18, 2024

External closing date: 11:59 p.m. on Friday November 1, 2024

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.