

Job Title: Technician, Building Services (Contract)

Req ID: 25192

Vacancy Type: Temporary

Number of Positions: 1

Closing Date: 11/29/2024

Job Summary

The Building Services Technician will form part of the Building and Business Services team dedicated to coordinating, processing and reviewing building permit applications and approvals in accordance with applicable legislation and established service levels. The successful candidate will leverage their technical knowledge and exceptional customer service skills to assist applicants in navigating the building approvals process to ensure effective, efficient and transparent processing of building applications and approvals.

Duties and Responsibilities

Under the direction of the Supervisor, Building Services, the successful candidate will perform the following duties:

Review application submissions to determine application acceptability in accordance with the Ontario Building Code Act, Ontario Building Code and the City of Mississauga Building and Zoning by-laws as required in the processing and issuance of building permits

Utilizing our electronic plans submission application software (ePlans), review submitted application, drawings and associated documentation to determine application completeness and ensure all necessary information has been obtained to ensure an efficient approvals process

Act as the application review coordinator in accepting and processing building permit, sign permit, and certificate of occupancy applications in accordance with established operating procedures and protocols

Issue applications in accordance with established procedures and ensure all approvals, documentation, approvals and fees have been obtained prior to permit issuance

Work cooperatively and effectively with others within the business unit, other sections and across departments in facilitating permit application acceptance and issuance. Engage with plans examiners and other internal stakeholders to help resolve outstanding application conditions and other related issues

Review and assess application submissions to determine applicable fees in accordance with the City of Mississauga Building by-law

Provide customers with general information related to the Ontario Building Code, City of Mississauga Zoning by-law and other applicable legislation.

Conduct research and analysis on building approvals projects and provide project progress updates as requested

Perform other duties as assigned.

Skills and Qualifications

Certified Architectural/Civil Engineering Technologist or a post-secondary degree/diploma in a related discipline with minimum 5 years' experience in the building design or construction field

Minimum three (3) years' experience in a regulatory environment preferably in Building Code enforcement or direct experience in the building design or construction process

Qualifies and maintains qualifications of an Inspector as referenced in Division C Section 3.1.4 of the Ontario Building Code in the following related categories: General Legal Process and House; and within 12 months from date of hire, successful completion of Small Building

Demonstrated proficiency in reading and interpreting architectural, structural and mechanical drawings and associated specifications to determine application completeness and compliance with applicable building legislation and requirements

Must have a working knowledge of the Ontario Building Code Act, Ontario Building Code and other applicable regulations related to the application and administration of building permit applications

Excellent verbal communication and interpersonal skills to effectively deal with the general public, contractors, developers, staff and others stakeholders within the building approvals process. The ability to effectively communicate technical information to a non-technical audience

Strong computer literacy required with experience using MS Office, Adobe Acrobat; experience with Mississauga Approvals Express (MAX), EDMS, electronic plans submission (ePlans) or other permitting software will be considered an asset

Familiar with applicable law, including but not limited to; City of Mississauga Zoning by-law, Building By-law,

Demonstrated experience in developing all forms of communication and strong facilitation skills are required

Hourly Rate/Salary: \$ 67,068.00 - \$ 89,424.00

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: P&B/Planning & Building Dept , P&B/Building Division , Building & Business Services

Non-Union/Union: Non Union

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

Equity, Diversity and Inclusion

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to Equity, Diversity and Inclusion.

Accommodations

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

