



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## **Application Examiner (Job ID# 2024.141T)**

<b>Department:</b>	Development Services
<b>Division:</b>	Building
<b>Location:</b>	Georgina
<b>Status:</b>	Temporary, Full Time (one year with possible extension)
<b>Hours of Work:</b>	35 hours per week
<b>Number of Positions:</b>	1
<b>Wage Range:</b>	\$35.25 - \$39.17 per hour
<b>Date Posted:</b>	November 25, 2024
<b>Date Closing:</b>	December 9, 2024

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose:**

The Application Examiner is responsible to deliver excellent customer service for the following functions:

1. Receive and evaluate the completeness of building permit applications for residential, institutional, commercial and industrial construction projects,
2. Receive, evaluate the completeness and review pool enclosure permit applications and issue pool enclosure permits for houses on behalf of the Manager of Building/CBO,
3. Receive, research and decipher complicated property information and provide reports to lawyers, owners, agents and the public,
4. Receive and evaluate complaints related to alleged Building Code Act and Pool Enclosure By-law infractions, and
5. Provide direction to applicants in regards to the Zoning By-law, Building Code Act, Pool Enclosure By-laws and numerous other relevant Town by-laws and policies.

### **Minimum Qualifications:**

Three year post-secondary Diploma in architectural, engineering or building technology program; completion of the following Ministry of Municipal Affairs and Housing courses and successful completion of the exams for each course: General Legal/Process and House-2012; readiness to file above qualifications with the Ministry of Municipal Affairs and Housing; membership in good standing with the Ontario Building Officials Association, is preferred. One year previous experience in a construction, regulatory, technical or related environment. ***For full details and qualifications, please visit our website at [www.georgina.ca](http://www.georgina.ca)***

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs

throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

**We thank all candidates for their interest, however only those being considered will be contacted.**

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina J*