



Job ID #30646: Permit Application Specialist

Planning & Economic Development · Hamilton, Ontario



Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully.
#BeTheReason

- **Job ID #30646: Permit Application Specialist (Periodic)**
- **Union:** CUPE Local 5167
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **December 18, 2024**.
- **Duration:** Up to 18 Months
This periodic posting is for all current & upcoming temporary full-time vacancies for the period of January 1, 2025 - July 1, 2025.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Supervisor, Plan Examination; responsible for accepting and processing building permit applications to determine compliance with the Ontario Building Code, Zoning By-laws and other relevant legislation for issuance of building permits.

GENERAL DUTIES

- Maintain and build client relationships by providing optimum customer service with a passion for helping people and a positive attitude.
- Demonstrated ability to proactively listen, identify issues and solve problems with solid multitasking skills.

- Strong communication skills with the ability to receive and answer enquiries from homeowners and industry professionals with regards to Ontario Building Code, Zoning By-laws, practices, regulations and procedures.
- Excellent administrative skills, be enthusiastic, reliable, punctual and have a willingness to learn
- Attention to detail and comprehension skills a must, compose correspondence.
- Ability to work effectively as part of a team and the flexibility to adapt to a constantly changing environment.
- Determine acceptance or refusal of building permit applications based on conformity with applicable legislation.
- Examine, amend, approve/issue building permits for swimming pool enclosures and Part 9 residential buildings such as garages, decks, minor alterations, accessory structures and additions to one and two family dwellings.
- Administer Ontario Building Code and other applicable laws. Determine that materials and methods of construction meet approved standards.
- Research zoning maps, survey and property files to verify compliance with Zoning By-laws and Subdivision Agreements.
- Work in co-ordination with other regulatory bodies, staff and other agencies such as Fire Prevention Bureau, Niagara Escarpment Commission, and Conservation Authorities in matters relating to permit issuance.
- Receive complaints and refer to appropriate staff for follow up.
- Investigate and follow up on approvals relevant to permit issuance.
- Advise owners and building inspectors/plan examiners on procedures and regulations where deviations or revisions have occurred after issuance of building permits.
- Input and retrieve data, process and distribute permit applications and plans to plan examination staff.
- Create and maintain files required for the issuance of building permits such as subdivision files, demolition agreements files, etc.
- Attend training courses as required.
- Conduct all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.
- Perform other duties as assigned which are directly related to the major responsibilities of the job.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Community College diploma or University degree in an Architectural or Civil Engineering Technology Program.
2. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act and must successfully meet the following required qualifications not more than 6 months after gaining employment:
 - General Legal/Process
 - House
 - HVAC - House
3. Previous Municipal Building experience will be considered an asset.
4. Client/customer-orientated experience and service in a building and/or construction environment.
5. Demonstrated ability to interpret construction plans.

6. Must possess numerical aptitude.
7. Experience in a computerized environment. Working knowledge of Word and Excel.
8. Demonstrated ability to communicate effectively both verbally and in written form.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

Location – Hamilton, ON

Employment Type – Temporary, Full-Time

Minimum Experience – Mid-level

Compensation - \$38.049 - \$43.237 per hour