

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Plans Examiner, Customer Service Building

DEPARTMENT: Planning, Building & Growth Management

POSTING NUMBER: 106470

NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 35-hour workweek

LOCATION: Hybrid Model*– when working onsite, you will report to the location of FCCC

SALARY GRADE: 7

SALARY RANGE: **1ST STEP:** \$69,888.00 per annum

2ND STEP: \$73,528.00 per annum

JOB RATE: \$77,422.80 per annum

JOB TYPE: Union

POSTING DATE: December 23, 2024

CLOSING DATE: January 19, 2025

AREA OF RESPONSIBILITY:

Reports to the Supervisor, Plans & Permit, provides preliminary plans assessment to determine completeness and adequacy of permit applications; performs detailed plans review submitted for permit application for construction of small buildings, housing and miscellaneous projects; provides technical assistance to customers and the general public over the counter and responds to telephone enquiries.

- Provides preliminary plans assessment to determine completeness and adequacy of permit applications.
- Performs detailed plans review submitted for permit application for construction of small buildings, housing and miscellaneous projects.
- Provides technical assistance to customers and the general public over the counter and responds to telephone enquiries.
- Liaises with building inspectors for resolution of design and construction issues and permit application status.
- Performs calculations for the determination of fees, construction value and development charges.
- Liaise with design professionals, contractors, owners, fire prevention officers and other agencies in the completion of plans review.
- Updates and maintains the Building Department Library.
- Maintains current knowledge of the Ontario Building Code and all related standards referenced therein.
- Updates the computer tracking system for application status review and permit issuance.
- Performs other similar and related duties as assigned.

SELECTION CRITERIA:

EDUCATION:

- High School (Grade 12) graduation plus an additional program of over one year and up to two years in Architectural or Engineering Technician or equivalent.

EXPERIENCE:

- Over one (1) year, up to and including two (2) years in a regulatory environment or direct experience in construction or design

REQUIRED LICENCE CERTIFICATION:

- Successful completion of the provincial qualification examinations for: Legal Processes, House, Small Buildings.

OTHER SKILLS AND ASSETS:

- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.

***Various tests and/or exams may be administered as part of the selection criteria.*

Interview: Our recruitment process may be completed with video conference technology.

Applicants who do not meet the educational requirements but have direct related experience may be considered.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. *Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #106470 by January 19, 2025**, and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.