

# Zoning Examiner

**Job ID:** 52505

**Job Category:** Audit, Compliance & Inspections

**Division & Section:** Toronto Building, Various

**Work Location:** Various - See below

**Job Type & Duration:** 2 Full-Time Permanent Vacancies

**Hourly Rate and Wage Grade:** \$51.19 - \$56.07, TF0255, Wage Grade 16

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** L79 Full-time

**Number of Positions Open:** 2

**Posting Period:** 09-Jan-2025 to 23-Jan-2025

## Locations:

- One (1) Permanent vacancy located at Scarborough Civic Centre, 150 Borough Drive
- One (1) Permanent vacancy located at City Hall, 100 Queen Street West

## Job Summary

Reporting to the Manager, Plan Review, the Zoning Examiner will examine and approve plans submitted for approval for compliance with the applicable Zoning By-Laws and other By-Laws and regulations of the City and other applicable laws for the purposes of issuing building permits.

## Major Responsibilities:

- Examines, corrects, signs and approves plans and specifications submitted for compliance with the City Zoning By-Laws, related By-Laws and regulations, municipal code and other applicable law for all types of buildings and structures within the timeframes specified in the legislation.
- Reviews proposals made under the Certificate of Zoning Compliance and Applicable Law program resulting in the issuance of Certificate of Zoning and Applicable Law compliance.
- Conducts preliminary plan examination for applications made under the Preliminary Project Review program. Issues notices of non-compliance for zoning and other related Municipal clearances.
- Performs mathematical calculations to evaluate land use restrictions such as lot size, density, landscaping, height, setbacks and angular planes, loading and parking requirements.
- Notifies owner and/or applicant in writing and/or telephone of status of plan review.
- Calculates applicable charges related to building permit applications.
- Conducts preliminary plan examinations and advises applicants of required changes, and informs them of Divisional procedure, in order to facilitate the plan review process.
- Provides information to Facilities and Real Estate Division for Park Levy determination.
- Advises City Staff (Building, planning, transportation divisions) regarding procedures and requirements for all permits.

- Responds to general inquiries over the phone and/or in person related to City Zoning By-Law and related By-Laws.
- Liaises with applicants, owners, other divisions, agencies and levels of government.
- Meets with City staff to discuss and provide written comments on proposed Zoning By-Laws and site plans for site plan approval.
- Determines which other divisions or agencies are involved in approving applications and forwards plans and obtains their approval.
- Reviews specifications and provides written comments on proposed uses to Municipal Licensing and Standard Division, and LLBO; and processes permitted use letters.
- Appears and gives evidence in court; attends the Ontario Land Tribunal (OLT) and Committee of Adjustment.
- Views documents on file with the Committee of Adjustment to confirm that drawings submitted for permit application are substantially in accordance with those on file with Committee of Adjustment. Checks transcripts when variances are missed to determine, among other things, if there was opposition to the proposal.
- Amends updates and cross references zoning and related By-Law texts and maps and maintains records of Ontario Land Tribunal (OLT) and City Clerk approval of By-Laws.
- Performs site inspections to confirm zoning uses, existing parking facilities, etc.
- Provides written comments to Council, Management and other City staff on policies and interpretation of By-Laws and regulations.
- Prepares examiners' notices and documents examination details. Inputs and updates divisional data base.
- Represents the division at various committees and meetings.
- Trains and mentors staff.

### **Key Qualifications:**

#### **Your application must describe your qualifications as they relate to:**

1. Post-secondary degree or diploma in a discipline such as urban planning, architectural technology, science of building design, civil engineering technology, or an equivalent combination of education and experience.
2. Experience reading and interpreting surveys and architectural drawings for compliance with Zoning By-Laws.
3. Experience reading and interpreting By-Laws, agreements, regulations, and other documentation.

#### **You must also have:**

- Ability to make complex calculations for various fees and charges, and Zoning By-Law compliance.
- Highly developed verbal and written communication skills.
- Good knowledge of Zoning By-Laws and planning principles.
- Good interpersonal, problem solving and conflict management skills.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.

- Ability to work well autonomously or within a group or team environment.
- Ability to handle confidential and sensitive information with discretion and tact.
- Ability to deal effectively and courteously with customers, general public and all levels of staff by telephone, in person and in writing.
- Ability to work in a customer service environment.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

#### **NOTE TO INTERNAL FULL-TIME AND PART-TIME CITY OF TORONTO EMPLOYEES:**

City of Toronto employees must apply to full-time or part-time employment opportunities posted on the City's **Internal** Job Posting Portal.

#### **How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume through the job portal, quoting **Job ID 52505**, by **Thursday, January 23, 2025**.

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#### **Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

#### **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).

