



The Town of Newmarket, Planning & Building Services
Requires a **Zoning Examiner**
Regular Full Time (35 hours)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Under the direction of the Chief Building Official, the Zoning Examiner is primarily responsible to review and provide zoning clearances. This position also includes “applicable law” clearances on all types of building permit applications, and then to offer these related comments on Site Plan Control and Subdivision applications, within the Planning & Building Services Department. Secondary responsibility is to review and provide Ontario Building Code clearances on small building permit applications within Provincially legislated and good customer service timeframes.

How do you qualify?

- Post-secondary technical diploma in planning, engineering or architecture from a recognized college.
- Strong verbal and written communication skills.
- Qualified and registered with the Ministry of Municipal Affairs and Housing for the “House” minimum, “Small Buildings” preferably, and “Legal Responsibilities of Building Officials”, as evidenced by holding a valid Building Code Identification Number (BCIN).
- Proficient in the use of MS Office (e.g. Word, Excel, PowerPoint and Outlook).
- Strong interpersonal skills and the ability to effectively interact with all levels of staff, external government agencies, developers, builders, consultants and the public with the ability to respect confidentiality within a team environment.
- Sound knowledge and experience of zoning terminology, practices, procedures, standards and work methods.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Knowledge and ability to read as well as interpret zoning by-laws, agreements, acts, regulations and other documentation (e.g. Planning Act, Building Code Act and development approval processes) .
- Ability to interpret, evaluate, and apply site plan development standards (e.g, environmental/green initiatives, site and neighbourhood character, and boulevard enhancement requirements).
- Ability to make complex calculations related to zoning by-law compliance.
- Ability to understand and review site plans and plot plans related to residential, institutional, commercial, and industrial developments against the provisions of the Town's zoning by-law, Site Plan Review Manual and Development Standards Checklist, and other applicable Town and agency policies.
- Ability to understand and review small buildings (Part 9) related to residential, commercial, and industrial developments against the requirements of the Ontario Building Code, and related standards, including other “Applicable Law”.
- Ability to work scheduled and unscheduled overtime.

Salary: \$64,361 - \$80,451

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **January 30, 2025**, quoting the file number **24-218**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.