



## **Experience it – Ajax!**

The Town of Ajax, situated on the northern shore of Lake Ontario, is an innovative municipal sector leader that provides a variety of services to one of the fastest growing communities in Ontario. With over 130,000 residents, Ajax's rich heritage and culturally diverse community make it a great place to work and live.

## **Senior Plans Examiner**

Reporting to the Supervisor, Permit Review & Compliance, the Senior Plans Examiner's primary responsibility will be to review, and process permit applications for compliance with the Building Code Act ("the BCA"), the Ontario Building Code ("the OBC"), applicable by-laws and legislation, and prepare the application documents for permit issuance. The individual will be required to provide expertise and advice to design professionals by providing technical design information, material evaluation and building code interpretation.

## **Key Duties**

- Ensures permit applications, construction drawings and related documentation are examined for compliance to applicable codes, acts and by-laws, prior to the issuance of building permits.
- Prepares building, demolition and change of use permits, and orders under the BCA (e.g. Order to Comply, Order Not to Cover, Order to Remedy Unsafe Building) for issuance.
- Determines permit fees and estimated costs of construction for building and demolition permit applications.
- Collaborates with Fire Prevention staff to ensure compliance with the Ontario Building Code for fire safety matters, prior to the issuance of building permits.
- Assists in interpreting required regulations contained in the Building Code Act and Ontario Building Code; as well as provide recommendations to legislative changes directly related to Ontario Building Code applications.
- Provides customer service by responding to customer enquiries and contentious issues raised by residents, members of Council, staff and outside agencies by making prompt contact, communicating a plan of action and following up in a timely and professional manner. Answers enquiries, investigates and responds to complaints as efficiently and effectively as possible.
- Provides advice to architects, engineers, designers, consultants, owners, developers and builders, as appropriate, to enable them to understand the nature of any technical requirement and/or nonconformity and provide conflict resolution assistance to rectify contraventions and omissions in an expeditious manner.
- Aids the Supervisor in planning and implementation of Sectional work plans and priority projects.
- In the absence of the Supervisor, assigns and manages Plan Review & Compliance staff workload.

## Qualifications/Skills

- Proven knowledge in all types of building construction acquired through a 3 or 4 year University Degree or College Diploma in Architecture, Building Science, or Civil Engineering, or a combination of training, education and experience deemed equivalent.
- Minimum five (5) years progressively responsible experience in: municipal building inspections, professional designer consultation, geotechnical and hydro-geological report evaluation, administration of the legal aspect of the BCA, permits and orders issuance, representation in courts, and customer service or a combination of training, education and experience deemed equivalent.
- Completed training, examinations, and registration with the Ministry of Municipal Affairs and Housing, in the following categories as defined under the Ontario Building Code, Division C - Part 3:
  - General Legal Process
  - Complex Buildings
  - Large Buildings
  - Building Structural
  - Building Services
  - Small Buildings
  - Plumbing – All Buildings
  - House
  - HVAC – House
  - Plumbing – House
- Accreditation as a Certified Building Code Official (CBCO) with the Ontario Building Officials Association (OBOA), or commitment to obtain certification within three years of employment.
- Accreditation as a Certified Engineering Technologist (CET), Member of the Association of Architectural Technologist of Ontario (MATTO), or an equivalent professional designation is considered an asset.
- Advanced skills in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams).
- Strong Building Code knowledge and experience to deal with highly complex life and fire safety matters; and is able to provide advice to architects and engineers.
- Excellent ability to read and interpret building plans and specifications.
- Excellent ability to think logically and consistently to ensure decisions are not arbitrary and are based on rational approaches in solving issues at hand.
- Strong research skills: able to seek and analyze information from all sources to properly assess status of assigned projects, identify best practices, and recommend improvements to operating procedures and standards.
- Maintains an active professional network within functional area of expertise to ensure up to date knowledge on trends and leading practices of profession.

## What is Offered to Staff

- Rate of Pay: \$ 93,206 - \$116,507 per year
- Hours of Work: This is a non-union position that works 35 hours per week. The hours of work are Monday to Friday from 8:30 a.m. - 4:30 p.m.
- Benefits: The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre Combo Membership; plus a defined benefits pension (OMERS pension).



- Hybrid Work Program: The Town offers a Hybrid Work Program. A flexible work arrangement, including the option to work from home some of the time, is currently a possibility with this position, and can be discussed during the interview process.

### **How to Apply**

This position is being advertised concurrently to internal and external candidates and applications are accepted online. To apply to this position, please click the 'Apply Now' button below.

External closing date: 11:59 p.m. on January 23, 2025

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

### **Equal Opportunity Employer**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.