

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

We have an exciting Temporary Unionized opportunity in the **Building Standards Department** for an experienced and motivated individual.

**Building Application Technician (Contract up to 6 months)**  
**J0325-0914**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

*Responsible for:*

Responsible for receiving, reviewing and verifying all construction types of building permit applications for completeness. Validates information presented including address, legal description, scope of work, applicant and owner to ensure accuracy and completeness. Populates AMANDA application management system in relation to building permits. Delivers department's front line customer service, including acting as a primary contact for both internal and external clients. Provides assistance to plans review with regards to plan mark ups.

*Qualifications and experience:*

- Three (3) year Community College Diploma or University degree in Civil Engineering Technology or Architectural Technology.
- Minimum six (6) months related municipal experience or suitable equivalent including working with the public on a regular basis.
- Recognized knowledge of Building Code Act and Building Code Regulations.
- Membership in a Canadian professional organization considered an asset (e.g. OAA, PEO, OACETT, M.A.A.T.O. ARIDO, ACHI, Construction Trade Associations, OBOA).
- Proficient written and verbal communications skills, and strong interpersonal and public relations skills.
- Able to work cooperatively with team members and excellent organizational and analytical skills. Computer skills in Microsoft Office Suite (WORD, EXCEL, OUTLOOK, email). Proficient in AMANDA data management software and Bluebeam digital review software are considered assets.
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.
- Knowledge of and demonstrated ability in the City's core competencies, as well as relevant departmental functional competencies.

If you are an energetic person who is interested in bringing your knowledge and passion for the City of Vaughan, please apply on or before April 11, 2025, at: [City of Vaughan - Building Application Technician \(contract up to 6 months\)](#)

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*