

# Zoning Technician & Coordinator

RSM Building Consultants

www.rsmbuildingconsultants.com



JOB OVERVIEW	
<b>Job title</b>	<b>Zoning Technician &amp; Coordinator</b>
<b>Organization and department</b>	In this position, you will be working as part of our Chief Building Official services team, where you will be providing the knowledge and expertise of a Zoning Technician & Coordinator to municipalities across Ontario.
<b>Location and hours</b>	<p>We value flexible work arrangements that balance family commitments and productivity.</p> <p>This is a <u>fully remote position</u> with the option of attending the office in Cambridge Ontario, as necessary to connect with the RSM team.</p> <p>This position is 5 days a week/ Monday to Friday/ 35 hours a week/ Full time.</p> <p>On occasion, irregular work may occur outside of daytime hours for scheduled meetings or conferences etc.</p>
<b>Hiring manager/ supervisor</b>	Devon Staley, Chief Building Official Services Manager
JOB SUMMARY	
<p>We are seeking a Zoning Technician &amp; Coordinator to ensure compliance with zoning by-laws, and other applicable regulations for building permit applications within multiple municipalities across Ontario. The successful candidate will provide technical assistance to the public and manage the review process for zoning and applicable law matters. This role requires attention to detail, the ability to manage multiple priorities, and strong communication skills. This is an excellent opportunity for a motivated individual to contribute to the efficient and effective management of zoning reviews as part of a high performing team.</p>	
WORKING ENVIRONMENT	
<ul style="list-style-type: none"><li>• Regularly interact with building permit applicants to provide guidance on achieving compliance with zoning by-laws for their projects.</li><li>• Regularly interact with the part-time zoning examiner team</li><li>• Embrace challenging deadlines with enthusiasm and adaptability in a dynamic work setting.</li><li>• Leverage your leadership skills, problem-solving abilities, independence, and self-motivation to excel in this role.</li></ul>	

- You will be part of a supportive team-oriented department where collaboration and mutual respect are central to achieving our goals.

## JOB RESPONSIBILITIES

- Coordinates, reviews and provides comments on all building applications, property information, to ensure compliance of the proposal with all applicable zoning by-law regulations, conditions of approval, and other applicable laws as defined in the Ontario Building Code Act (BCA).
- Coordinates the delegation of work to the part-time zoning examiners to manage volume and timely completion of reviews.
- Coordinates, oversees and approves the reviews for the part-time zoning examiners and provides support with interpretation.
- Ensures a high volume of reviews for both zoning and applicable law are completed and comments provided to applicants within tight deadlines.
- Ensures efficient and timely follow up regarding all outstanding reviews with applicants after comments have been provided.
- Provides front line interpretation of the Zoning By-laws or other by-law such as signs or fencing; responds to enquiries from the public, staff, and agencies pertaining to the regulations and other applicable law.
- Provides technical assistance to customers and the public, receives and responds to enquiries.
- Utilizes Permitting Systems such as Cloud Permit or RSM e-portal to document information and indicate task review status.
- Engages with RSM plans exam or permit coordination staff, when necessary, on applicable law or zoning enquiries related to building permit applications.
- Advises owners, applicants, consultants, and others as appropriate to enable them to understand the nature of an incomplete submission, non-conformity/noncompliance with official plan policy, zoning provisions or applicable law required approvals.
- Remains current with new legislation, policies, and planning practices to have the knowledge and skills to explain and apply provisions.
- Develops relationships and contacts with various planning departments, conservation or health unit authorities or other approval authorities to ensure approvals required and planning regulation updates such as zoning by-laws or official plans or applicable laws are up to date and maintained.
- Develops relationships and contacts with various GIS departments to ensure access to appropriate mapping programs, logins and passwords are up to date and maintained.

- Provides support and back-up review for building and zoning circulation comments on planning development applications.
- Assists the Manager of Chief Building Official Services with workflow and procedure development for the zoning reviews and applicable law approvals.
- Assists the Manager of Chief Building Official Services with onboarding and transition zoning and applicable law review needs for municipalities in the RSM portfolio.

## REQUIRED SKILLS AND EXPERIENCE

- **Knowledge:** Familiarity with relevant legislation, zoning by-laws, municipal processes, planning principles, legal procedures, and applicable laws and regulations.
- **Research Skills:** Ability to conduct thorough research, analyze information, assess project status, identify best practices, and suggest improvements.
- **Technical Skills:** Proficiency in reading and interpreting property surveys, architectural drawings, site plans, and mathematical calculations related to planning.
- **Logical Thinking:** Consistent, rational decision-making based on sound principles.
- **Communication:** Strong written and verbal communication skills, with the ability to engage in meetings and prepare clear, accurate reports and correspondence.
- **Interpersonal Skills:** Ability to work effectively with the public, staff, and developers, and to collaborate in team settings.
- **Computer Skills:** Proficiency in Microsoft Office, Cloud Permit, Mapviewer, GIS applications, and knowledge of BlueBeam RevuTM is a plus.
- **Organizational and Time Management:** Strong ability to prioritize, manage tasks, meet deadlines, and maintain attention to detail.
- **Education and Experience:** A relevant degree/diploma in Planning, Architecture or Engineering or a related field, with at least one year of related municipal experience.
- **Working experience** within a building department with permit applications and plans examination coordination or review a preferred asset.
- **Professional Certification:** Membership or accreditation (or in progress) with organizations like CIP, OPPI, or CACPT, with designations such as Certified Professional Planner (CPT) or Registered Professional Planner (RPP) being an asset.

## COMPENSATION

- Hourly Wage \$45.00/hour (\$81,900/annually) to \$50.00 /hour (\$91,000/annually) based on individual experience, a 35-hour work week, Monday to Friday.
- Benefits Package & Health Care Spending Account
- RRSP Program (under review)
- Work from Home Location
- Access to all RSM Building Consultants Workshops and Webinars for continuing education

## HOW TO APPLY

Please email your cover letter and resume to [info@rsmbuildingconsultants.com](mailto:info@rsmbuildingconsultants.com) by Wednesday April 16, 2025.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted.