

Temporary Permit Application Examiner (16 months in duration)

Reporting to the Supervisor, Building Permit Review and Compliance the Permit Application Examiner is responsible for providing front line customer service for the Building Approvals Section including preliminary plans assessment to determine completeness and adequacy of permit applications in accordance with the Ontario Building Code (OBC) and other relevant legislation; calculation of applicable fees; processing of permit application documents; and providing basic technical and process information to customers. In addition, this position performs detailed plans review for construction of residential construction regulated under Part 9 of the OBC such as decks, accessory structures, alterations, and additions to one- and two-unit dwellings.

Job Duties Include

The responsibilities and duties of this position includes but is not limited to:

- Provides front line customer service including preliminary plans assessment to determine the completeness and adequacy of permit applications in accordance with policies and procedures, and with Provincial legislation and guidelines
- Calculates and collects the applicable fees for building and demolition permit applications
- Provides technical assistance to customers by telephone, in-person and email correspondence and responds to inquiries and complaints
- Prepares building, demolition and change of use permits, for issuance.
- Advises stakeholders (architects, engineers, designers and property owners) on the nature of any nonconformity to rectify contraventions and omissions
- Ensures permit applications, construction drawings (structural, architectural, mechanical and plumbing components) and related documentation are examined for compliance with applicable codes, acts and by-laws, prior to the issuance of building permits

Qualifications/Skills

- College diploma in an Architectural or Building Science program or a combination of training, education and experience deemed equivalent
- Minimum 1 year of experience in the enforcement of building codes, standards and municipal approvals; construction plan review or preparation; construction, and customer service
- Mandatory registration as an Inspector, as administered by the Provincial Ministry of Municipal Affairs & Housing in accordance with The Building Code Act, 1992, (Registered with a Building Code Identification Number (BCIN)). Possessing minimum qualifications with the Ministry in General Legal, House, Plumbing – House, and HVAC – House

- Strong interpersonal and customer service skills, organization and time management skills
- Excellent ability to read and interpret plans and specifications
- Strong Building Code knowledge and experience to deal with life and fire safety matters
- Proficient in Microsoft Office Word, Excel, PowerPoint, and Outlook software
- Working level knowledge of AMANDA and BlueBeam Revu software is considered an asset
- Ability to work with minimal supervision
- Ability to provide a current criminal reference check that is satisfactory to the Town

What is Offered to Staff

- Compensation: \$39.48 - \$42.09 per hour (2024 rates and currently in negotiations with the Union)
- Hours of Work: This is a non-union position that works a 35 hour work week. The hours of work are Monday to Friday from 8:30 a.m. to 4:30 p.m.
- Contract Type & Duration: This temporary full-time position is for a current vacancy, and the duration of employment is for approximately 16 months.
- Town Perks: The Town offers temporary full-time staff a comprehensive benefit package with Health & Dental benefits coverage; Employee & Family Assistance Program; Health & Wellness Program; Town of Ajax Fitness Centre Combo membership; plus a defined benefits pension plan (OMERS pension).

How to Apply

To learn more about this exciting opportunity, go to www.ajax.ca and apply by **11:59 p.m. on May 6, 2025.**

Equal Opportunity Employer

The Town of Ajax is committed to employment equity and building a workplace where all employees feel valued, respected and supported. We welcome applications from candidates of all backgrounds, especially those who have been historically excluded, including Black and Indigenous people, racialized communities, disabled persons, 2SLGBTQIA+ individuals, and others facing systemic inequities. If selected for an interview, you will be provided with an opportunity to indicate your access needs. We are committed to ensuring an accessible and respectful hiring process.