
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

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

**Application Expediter (Building Permits) - Contract
(FILE #J0826-0023)**

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, verifying and issuing all construction types of building permit applications for completeness and compliance with the minimum requirements of the Building Code Act and Building Code (OBC), including all applicable laws and by-laws, and calculation/collection of applicable fees, within provincially legislated time frames. Validates information presented including address, legal description, scope of work, applicant and owner are accurate and complete. 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. Performs Sign By-law reviews, advises if sign variance is required, and other applicable legislation. Prepares timely reports as requested.

Responsibilities

Processing of Applications and Financial Responsibilities

- Receives, reviews, verifies information, and processes all construction types of building permit applications including institutional, commercial, and industrial construction; low scale residential, multi-unit residential and high-rise residential construction; individual septic systems, solar installations, sprinkler and fire alarm systems, demountable event structures, permanent signs, etc. and supporting documentation, including construction drawings, forms, and specifications, to ensure completeness of building permit application in accordance with the Building Code, all applicable laws and by-laws, and advises applicants in writing of all deficiencies to a complete application within provincially legislated time frames.
- Validates information presented including address, legal description, scope of work, applicant and owner are accurate and complete.
- Reviews building permit submissions, including reading "construction" drawings (architectural, structural, mechanical, sprinkler, plumbing, septic), to determine proposed construction and verify that the permit application appropriately includes all works identified.
- Calculates building permit fees, estimated construction value and building permit securities, as applicable, of building permit applications including administrative fees triggered by orders. Ensures payment of all building permit fees, building permit securities, development charges, conditional fees and cash-in-lieu of parkland as applicable.
- Populates AMANDA management information system in relation to building permit submissions.
- Circulates plans and other documents related to building permit applications to appropriate departments and outside agencies, follows up with applicant, provides status updates, and acts as a liaison between the applicant and the City.
- Notifies applicants, provides documentation, and collects development charges and cash-in-lieu payments prior to issuance of building permits in accordance with the City's Development Charges By-law.
- Ensures all appropriate internal and external approvals, such as Building Code Plans Examination, Development Finance, Development Engineering, Toronto and Region Conservation Authority, etc. are in place prior to issuing permits including liaising with Building Inspections Section where necessary.

- Issues building permit after final review of documents to ensure all required approvals, documents, agreements, and payments are received. Prepare to issue drawings, forms, and documents for building permit issuance and long-term digital storage, as required.
- Processes request for cancellation and refund of permit fees, including calculations.
- Assist senior staff with workflows related to permit processing to ensure permits are processed prescribed deadlines established by Ministry of Municipal Affairs and Housing.

Technical Review (Sign By-law)

- Responsible for review and issuance of building permits for signs in accordance with City's Sign By-law as amended or successor by-law including public enquiries and coordination with By-law and Compliance, Licensing & Permit Services department.
- Processes, reviews, and issues portable type sign applications per Sign By-law.
- Responds to enquiries from the public and staff on Sign By-Law.

Customer Service

- Communicates with applicants regarding permit status and deficiencies; indexes, classifies and catalogues permit applications; advises permit applicant of the City's Building By-law and other requirements to ensure building permit applications are complete
- Serves front counter clients, telephone and email enquiries relating to Applications Expediter functions. Directs enquiries to the appropriate sections of the Department and provides status report of permits to staff and the public.
- Provides status updates of building permits to staff and applicants.

Continuous Business Improvement and Other Duties

- Participates in AMANDA related tasks and projects, as required, and provides input on business improvements and efficiency.
- Contributes to development and updating of procedures and practice manuals applicable to this position as subject matter experts.
- As it relates to the job junction, completes special assignments including research and preparation of reports. Represents Department Section in internal/external meetings as needed.
- Provides functional guidance and training as required for new Applications Expeditors.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary for department and corporate objectives.
- Responsible for ensuring compliance with the Occupational Health and Safety Act and Regulations and the corporate Occupational Health and Safety Policy and related procedures

Qualifications and experience:

- Three (3) year Community College Diploma in Civil Engineering Technology, Architectural Technology or suitable equivalent.
- Registered as a Qualified Designer (minimum General Legal and Small Buildings) or willing to attain qualifications within 6 months of employment.
- Minimum three (3) years related municipal experience or suitable equivalent including working with the public on a regular basis.
- Membership in a Canadian professional organization considered an asset (e.g. OAA, PEO, OACETT)
- 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.
- Must have the necessary technical skill to discern and understand drawings and supporting documentation to determine completeness of permit submission and to calculate fees properly.

- Ability to prioritize concentrated/focus oriented tasks based on importance and urgency with citizen service and interruptions.
- Ability to balance competing interests.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary departmental or corporate objectives.

Working Conditions

- Standard office environment.
- Ability to work outside normal business hours as required and in accordance with the Collective Agreement.
- Ability to deal with difficult and confrontational clients.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before Monday August 31st at: [City of Vaughan - Application Expediter \(Building Permits\) - Contract](#)

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.