
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)
(FILE #J0826-0816)

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.

Responsibilities

Processing of Applications

- Receives, reviews, verifies information and processes all construction types of building permit applications and supporting documentation to ensure completeness of building permit application.
- Validates information presented including address, legal description, scope of work, applicant and owner to ensure accuracy and completeness.
- Populates AMANDA management information system in relation to building permit submissions.
- Assists in processing files, including but not limited to, document resubmissions, preparations to issue permits, invoicing etc.
- Provide assistance to plans examiners with plan mark ups in both digital and paper formats.

Customer Service

- Communicates with applicants regarding permit status and deficiencies; indexes, classifies and catalogues permit applications.
- Serves front counter clients, telephone and email enquiries relating to building permit application enquiries (i.e. assisting with providing information, providing guidance on website and portal, etc). Directs enquiries to the appropriate sections of the Department.
- Provides status report of any/all building permits to staff and the public.

Continuous Business Improvement and Other Duties

- Participates in AMANDA related tasks and projects, as required, and provides input on business improvements and efficiency.
- Provides functional guidance and training, as required, for staff related to this position.
- Contributes to development and updating of procedures and practice manuals applicable to this position.
- 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 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.

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 Tuesday September 22nd at: [City of Vaughan - Building Application Technician \(Contract\)](#)

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.