



Plans Examiner

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Chief Building Official, the Plans Examiner accepts building permit applications and performs plans examination for all classes of buildings outlined in the Ontario Building Code. The Plans Examiner is the division led to ensure Provincial legislative timeframes are met, liaise with Information Technology department relating to permit application software, and key communicator with other departments during the permit process. The Plans Examiner is designated as an Inspector as outlined in the Ontario Building Code Act and performs inspections when required.

The Candidate

As a candidate for this position, you have achieved diploma in Engineering, Architectural or Construction and are registered in the Inspector Program as administered by the Ministry of Municipal Affairs & Housing. You have three (3) years of plans examination/building inspection experience, preferably in a municipal setting, and extensive knowledge of the Ontario Building Code and Act. Designation as a Certified Building Code Official (CBCO) is considered an asset.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes a salary range between **\$71,331 and \$86,785** and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **October 21, 2024, at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.

Posting #: 65-2024

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Plans Examiner Planning and Building Department

1. Permit Application Processing (60%)

- 1.1 Receives and reviews building permit applications for all classes of buildings (eg: residential, commercial, industrial and institutional) to ensure engineering, architectural, mechanical and structural plans are compliant with the Ontario Building Code, Regulations and other applicable legislation.
- 1.2 Processes applications for residential, commercial, industrial and institutional permits including accessory buildings, demolitions, plumbing, sewer/drains, private swimming pools and farm buildings.
- 1.3 Coordinates alternative solution applications and reviews use of innovative construction products and techniques to ensure conformance with applicable legislation.
- 1.4 Performs fee calculations including both Regional and Municipal Development Charges, zoning review, verifies lot grading, site plan agreements and subdivision requirements in addition to plan examination.
- 1.5 Confirms Tarion Warranty registration.
- 1.6 Coordinates required approvals from other town departments and outside agencies.
- 1.7 Corresponds with owners, architects, engineers and designers during the plan review process.
- 1.8 Advises applicants of other authorities having jurisdiction or requirements prior to permit issuance.
- 1.9 Forwards applications to the Chief Building Official after conformity with all requirements have been determined.
- 1.10 Liaise with the Information Technology department relating to updating and maintaining Building Permit software.
- 1.11 Researches and recommends division operating procedures to ensure effective and efficient workflow.
- 1.12 Prepares and circulates monthly reports to various agencies including Statistic Canada Report (sent to Canada Mortgage & Housing and Ministry of Labour); Building Activity Report (sent to MPAC and Niagara Region); Occupancy Report (sent to MPAC); internal activity report for the Chief Building Official.
- 1.13 Coordinates yearly synchronization of property owner information with tax department.
- 1.14 Prepares Development Charge Form and submit to Niagara Region reporting fees collected on their behalf.
- 1.15 Responsible for the composition, inputs and updates to the Town website with regards to the Building and By-Law sections.
- 1.16 Divisional lead on operational and process improvement projects including corporate initiatives.
- 1.17 Responsible for establishing and reporting key performance indicators on a quarterly and annual basis.
- 1.18 Coordinate and conduct administrative tasks as required.

2. Building Inspection and Enforcement (10%)

- 2.1 Performs site inspections for all classes of buildings to ensure compliance with the building, plumbing and life safety provisions of the Building Code and Regulations, municipal by-laws and other related legislation.
- 2.2 Issues Orders to Comply, Stop Work Orders, Unsafe Orders and Emergency Orders.
- 2.3 Maintains proper records relating to all building inspection processes, which may include site plans, subdivision and on-going permit status.
- 2.4 Ensures field work is performed in a manner consistent with the Occupational Health and Safety Act and the Corporation's Health and Safety Policy.

3. Public Relations/Community Support (25%)

- 3.1 Provides exceptional community relations, external communications and customer service on behalf of the Town in relation to all building, permit, code, and departmental related matters
- 3.2 Provides customer support in person, by telephone and through e-mail
- 3.3 Provides information to applicants and the public on permit application process and requirements
- 3.4 Responds to inquiries and provides information to the public regarding permits, related by-laws inspections, fees and charges and other matters pertaining to Building
- 3.5 Refers complaints received at the counter to the appropriate staff and/or department

4. Other (5%)

- 4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines
- 4.2 Other related duties, as assigned

The successful candidate will possess the following:

Education

- College Diploma in the field of Engineering, Architectural or Construction

License, Registration and Training

- Qualification and registration in the Inspector Program as administered by the Ministry of Municipal Affairs & Housing in accordance with O.Reg 332/12 in the following areas is required:
 - General Legal; House; Small Buildings; HVAC House; Plumbing House; Building Structural
- Designation as a Certified Building Code Official (CBCO) is considered an asset

Experience

- Minimum three (3) years of plans examination/building inspection experience related to the duties listed above. Candidates with an equivalent combination of education, training and experience maybe considered.
- Municipal related experience is preferred

Knowledge/Skills/Abilities

- Specific and extensive knowledge of the Ontario Building Code and Act and accepted construction and plumbing practices for all types of buildings
- Specific and extensive knowledge of fire separations, fire protection and barrier free requirements
- Working knowledge of the Planning Act, the Ontario New Home Warranties Act, the Public Utilities Act, the Municipal Freedom of Information and Protection of Privacy Act and National Fire Protection Association (NFPA) Standards
- Strong communication and public relations skills
- Able to effectively, professionally and courteously work with all levels of staff, contractors and the public
- Outstanding interpersonal, problem solving and conflict resolution skills
- Demonstrated proficiency with information technology
- Excellent customer service skills

A combination of education, training, and experience may be considered.