

## **Building Code Technician**

**(Job # 2019-095-IE)**

**Department:** Development Services  
**Status:** Full-Time, Permanent  
**Date Posted:** September 3, 2019  
**Date Closing:** **September 24th, 2019, 4:30 p.m.**  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday  
**Salary:** \$61,219 - \$74,494 per year

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### **Position Purpose:**

Reporting to the Deputy CBO/Building Engineer, the Building Code Technician is responsible for ensuring that permit applicants are informed of significant obstacles that will prevent the issuance of a permit through performance of a preliminary counter review. Duties include performing examinations of architectural, structural, fire protection, mechanical and electrical plans/specifications for housing to ensure conformity with the Ontario Building Code Act and its OBC regulations, standards, applicable law, and relevant Town by-laws. Other job functions include notifying applicants of outcomes of the reviews (i.e. incomplete submissions); document complaints received by public; provide administrative support to Building Officials and management (including other duties as assigned).

**Qualifications and Requirements:** The successful candidate will have excellent level of Customer Service/Technical Support to provide front line assistance with handling inquiries related to permit applications. Candidates must have in-depth knowledge of the Ontario Building Code and other relevant legislations. Applicants must also have:

- College degree/diploma (2 years) in Architecture, Engineering, Building Science or related discipline
- Combined experience of one (1) year in a related field with basic knowledge of Ontario Building Code Act, Ontario Building Code regulations, referenced standards and Applicable Laws
- Qualified and registered with the Ministry of Municipal Affairs and Housing (MMAH), in accordance with the regulations for categories [BCIN]: General Legal [Powers and Duties of an Inspector] and the House
- Sound knowledge of architectural, structural, mechanical and electrical design
- Proven ability to read, comprehend, understand and interpret every type of commonly submitted construction plans and documents
- Ability to exercise discretion and good judgement when handling confidential/sensitive information accompanied by the ability to communicate controversial matters with individuals
- Excellent interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, professional designers, residents and other agencies
- High degree of accuracy, attention to detail and record keeping skills
- Proficiency using Microsoft Office (Word, Excel, PowerPoint), property data system and internet research skills
- Ability to attend evening meetings and/or work overtime during peak periods

### **How to apply:**

Please forward your resume in confidence by **September 24th, 2019 at 4:30 p.m.**, identifying Job # 2019-095-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please ensure your application is saved in one single document.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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