



## Plans and Zoning Examiner (Job # 2024-067-IE)

<b>Department:</b>	Development Services
<b>Status:</b>	Full Time, Temporary (18 months with possibility of extension)
<b>Date Posted:</b>	September 5, 2024
<b>Date Closing:</b>	September 26, 2024, 4:00 p.m.
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$71,804.79 - \$87,361.51

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Every day the Building department strives to make a difference in the Town of Stouffville. The Town's ambitious development goals are only superseded by the team's passion and grit in being each other's biggest cheerleaders, being open minded and guiding each other through mentorship and collaboration.

We are committed to being an equal opportunity employer, supportive of 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.

### Position Purpose:

The Zoning Examiner will examine and approve plans submitted for approval for compliance with the applicable Zoning By-Laws and other applicable laws for the purpose of issuing building permits. The Zoning Examiner is also responsible for reviewing various types of development applications, including building permits, Committee of Adjustment applications, zoning by-law amendments, and site plan approvals.

### Qualifications and Requirements:

- Post-secondary degree or diploma in a discipline pertinent to the job function such as urban planning, architectural technology, building science, civil engineering technology or any equivalent combination of education and experience that can perform the duties outlined.
- A minimum of 1 year of Municipal work experience would be an asset.
- Highly developed verbal and written communication skills.
- Good Knowledge of Zoning By-Laws.
- Sound knowledge of the principles of zoning, planning (Official Plan/Zoning Bylaw Amendments, appeals processes OLT) and Committee of Adjustment processes.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.
- Ability to work well autonomously or within a group or team environment.
- Good interpersonal skills with the ability to interact effectively and courteously with customers, the public and all levels of staff by telephone, in person and in writing.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters.
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines.

- High degree of accuracy, attention to detail and record keeping skills.
- Ability to read and interpret by-laws, agreements, regulations and other documentation.
- Experience reading and interpreting By-Laws, surveys and architectural drawings.

**How to apply:**

Please forward your resume in confidence by **September 26, 2024, at 4:00 p.m.**, identifying **Job # 2024-067-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

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