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| Job Title | Plans Examiner |
| Salary | \$40.69 - \$44.01 (2023) |
| Reports To | Supervisor, Plans Reviews and Inspections |
| Department | Development Services |
| Location | Lindsay, City of Kawartha Lakes |
| Hours | 40 hours per week. Must be willing to work varied hours: day, afternoon and evening |
| Status | Permanent Full-Time |
| Union | CUPE 855 Inside |
| Closing Date | September 17, 2024 |
| Other | Combination of general office environment and occasional off site travel. work in all weather conditions, including prolonged periods of heat, rain or snow, while respecting safe work practices. Ability to exert up to 20 lbs of force regularly and/or up to 10 lbs of force frequently, and/or a negligible amount of force to constantly move objects. |

The Development Services Department – Building Division is hiring a permanent full-time **Plans Examiner** to join our dynamic team.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to **Jump In** with us!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: flexible work hours, remote and hybrid working arrangements, OMERS pension (defined benefit), employer paid benefits package including short and long term disability income replacement, education reimbursement and other programs that foster innovation, leadership, and career advancement.

Under the direction of the Supervisor, Plans Reviews and Inspections, this position is responsible for reviewing plans, applications and documentation submitted for building permit approval and onsite inspections to ensure compliance with the Ontario Building Code.

Essential Duties

Specific to this role:

- Respond to inquiries regarding building permits and issues from property owners, developers, contractors and designers
- Inspect construction in accordance with the *Building Code Act* and the Ontario Building Code and carries out enforcement of the said regulation to ensure compliance
- Review building application plans and specifications of primarily Part 3 buildings to ensure compliance with Ontario Building Code and applicable law and issues permits for same
- Perform calculations to determine the value of permit fees, development charges etc.
- Conduct inspections of new buildings, additions to and alterations of existing buildings for compliance with the Ontario Building Code and applicable law
- Maintain accurate records of plans, plan reviews, inspections, letters and reports prepared or used in connection with building permits
- Represent the City at court and tribunals to provide evidence, as needed
- Enter permit applications and inspection records onto computer system
- Meet with the public, contractors and designers, to discuss and review their projects
- Coordinate plan review and approvals with other City departments for which approval is required as a precondition for a building permit
- Assist the Chief Building Official (CBO) with building division projects, programs and reviews

As a member of the professional team:

- Administer procedures and recommend solutions to challenges or process improvements
- Complete continuous research and analysis of industry trends and issues to make recommendations to management and remain current in area of specialty
- Respond to customer service concerns, investigating, problem solving and responding within defined processes and advancing to the attention of the CBO and/or supervisor, as appropriate
- Work collaboratively with others to deliver the outcomes as defined; report any challenges to the supervisor

- Maintain documentation, databases and corporate records in accordance with policy and divisional practice; consider legislative municipal requirements such as the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- Provide data to allow reporting and decision making
- Procure services and goods as authorized by the supervisor
- Contribute to the development of annual program needs
- Perform other related duties as assigned

Qualifications

- Post-secondary diploma in Engineering Technology, Architectural Technology, Building Inspections or a related field
- Completion of Ministry of Municipal Affairs and Housing courses leading to a Certified Building Code Official (CBCO) designation
- Certification in the following categories of qualifications as set out by the Ministry of Municipal Affairs and Housing and the *Building Code Act*:
 - General Legal/Process
 - Small Buildings
 - Plumbing – All Buildings
 - Building Services
 - Building Structural
 - Complex Buildings
- Minimum three (3) years of related progressive experience, preferably in a municipal environment
- Experience in court procedures and enforcement as it relates to the *Building Code Act* and Ontario Building Code preferred
- Effective mathematical skills; excellent oral and written communication and strong interpersonal skills; complex problem solving skills and attention to detail and accuracy
- Demonstrated customer service skills at a level to develop and maintain cooperative/collaborative working relationships both within and outside the organization
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision
- Demonstrated ability to exercise discretion and tact and maintain a high degree of confidentiality at all times, complying with all applicable privacy legislation and local policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
- Upon a conditional offer of employment, a Criminal Record Check will be required



We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise People Services to ensure your accessibility needs are accommodated throughout this process.

Interested applicants are encouraged review the full job postings on our website and to apply on or before **September 17, 2024** through the Careers page on the City of Kawartha Lakes [website](#).