



POSITION VACANCY

Call Number:	2021 - 60
Position:	Intermediate Plan Examiner
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30am to 4:30pm, Monday to Friday 35 hours per week
2022 Hourly Rate:	\$38.71 to \$40.73
Date Posted:	January 14, 2022
Closing Date:	January 28, 2022 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, January 28, 2022**.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Planning, Building and Development

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Intermediate Plan Examiner

DIVISION: Building Services

RESPONSIBLE TO: Manager of Building Services

POSITION SUMMARY: Under the direction of the Manager of Building Services to: process permit applications and issue permits for all building classifications in accordance with the Ontario Building Code (OBC) and applicable law.

EQUIPMENT AND TOOLS USED: General office equipment and computer applications.

WORKING CONDITIONS: Standard office environment.

RESPONSIBLE FOR:

1. Responsible to conduct plan examination, for the construction, for the renovation extension, material alteration, repair, demolition, and/or change of use for all buildings classified in accordance with Occupancy Classifications listed in accordance with Subsection 1.1.2.4, Division A, Part 1, applications to Part 9 and Subsection 1.1.2.6. application to Part 11, of the OBC limited that do not exceed three storeys, and a building area not exceeding 600 square metres for:
 1. Residential Occupancies including housing,
 2. Business and Personal Services,
 3. Mercantile Occupancies,
 4. Medium and Low Hazard Industrial Occupancies,
2. Responsible to conduct zoning examination in accordance with the zoning By-law for uses up to and including R3 (Residential Mixed Zone).
3. Responsible to review grading plan and site plans in accordance with, the master grading plans, subdivision, requirements, site plans and consent of severance conditions.
4. Issue status letters, notice to applicant reports, prepare conditional permit agreements, and issue permits in compliance with the OBC and applicable law.

5. Responsible for receiving, dating, accepting or refusing, and processing into permit software system. Conduct a review of the proposed alternative design and prepare recommendation report to the CBO.
6. Assist the Permit Application Technician in the performance for ensuring completeness to accept or refuse a building permit applications on behalf of the Chief Building Official in accordance with Section 1.3, Division C, Part 1 of the OBC, and, ensure fees are collected in accordance with the Building By-law, and applicable Regional and City Development charge By-law for building permit applications that fall under the responsibility of the Intermediate Plan Examiner,
7. Coordinate a joint plan examination with the fire prevention officer in the review of fire sprinkler, systems, standpipe system, fire alarm, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards.
8. Review site plans, rezoning applications, land severance applications, minor variances, Niagara Escarpment applications, for proposed multi-residential, assembly, institutional, commercial, industrial developments for OBC compliance, and provide comments on behalf of the Chief Building Official.
9. Attend pre-consultation meetings with other departments for comments on new multi-residential, assembly, institutional, commercial, industrial developments limited to Part 9 Buildings.
10. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements for buildings that fall under Part 9 and zoning uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws.
11. Assist the Building Services Clerk in the review of acceptable documentation to close permit for the release of performance deposit in accordance to close the permit file.
12. Appear and give evidence at pre-trial proceedings such as mediation and discoveries, and appear before tribunals such as the Building Code Commission in matters of dispute over Building Code interpretation.
13. Assist Building Inspectors with technical requirements and Liaison with officials, agencies, contractors, designers, and property owners, as necessary.

POSITION REQUIREMENTS:

Minimum is a three (3) year college diploma in Architectural or Construction Engineering Technology or related field.

Successfully completed the Ministry of Municipal Affairs and Housing courses:

1. General Legal/Process for Inspectors
2. House
3. HVAC - House
4. House – Plumbing
5. Small Buildings
8. Plumbing - All Buildings
9. Building Services
10. Building Structural
11. Detection, Lighting and Power

At least Three (3) years of experience in plan examination of architectural, structural, and mechanical systems compliance for multi-residential, assembly, institutional, commercial, industrial, accessory buildings related to Part 9 Buildings.

Strong knowledge of Standards such as: NFPA, ULC Listing, CSA, HRAI, and ASHRAE.

Proficiency in reading and interpretation of drawings, specifications and other technical documentation. Working knowledge of applicable law and Land Manager Software.

Strong oral and written communication skills

Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s)

Revised: July 5, 2021