



POSITION VACANCY

Call Number:	2023 - 08
Position:	Plan Examiner
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
2022 Hourly Rate:	\$36.17 to \$38.05
Date Posted:	January 13, 2023
Closing Date:	February 3, 2023 at 4:00 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 4:00 p.m. on **Friday, February 3, 2023**.

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: Plan Examiner
DIVISION: Building Services
RESPONSIBLE TO: Director/Chief Building Official

POSITION SUMMARY: Under the direction of the Chief Building Official to: process permit applications and issue permits that fall under residential occupancies 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 building Occupancy classifications listed in accordance with Subsection 1.1.2.4, applications to Part 9 of the OBC limited to group C (residential occupancy) that do not exceed three storeys, and a building area not exceeding 600 square metres for:
 1. Detached house, semi-detached house or row house, containing not more than two dwelling units.
 2. House above another house that contain one dwelling unit in each house.
 3. An ancillary building that serves a house.
 4. Boarding, lodging or rooming house.
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, and issue permits in compliance with the OBC and applicable law,

5. 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, collect fees 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 Plan Examiner,
6. Coordinate joint plan examination with the fire prevention officer for 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, as it pertains to the responsibility of a Plan Examiner.
7. Review proposed housing site plans, rezoning applications, land severance applications, minor variances, Niagara Escarpment applications, and provide comments on behalf of the Chief Building Official.
8. Attend pre-consultation meetings with other departments for comments housing developments for: new subdivisions and severances for compliance with the Ontario Building Code.
9. Conduct a final review of documentation submitted at final inspection for housing permits to ensure compliance with the grading, zoning, subdivision agreement conditions or consent conditions and recommend to the Building Services Clerk the release of deposits and close permit files.
10. Assist the Municipal Enforcement Clerk in the interpretation and examination of Zoning By-law requirements uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws for the issuance of compliance letters.
11. Act as a witness and appear and give evidence at pre-trial proceedings such as mediation and discoveries, and appear before tribunals such as the Building Code Commission.
12. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws.
13. Assist with technical requirements and Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.

POSITION REQUIREMENTS:

Minimum is a three (3) year college diploma from a recognized Building, Construction or Architectural program.

Successful completion of the Ministry of Municipal Affairs and Housing examinations listed below and registration as an Inspector with the MMAH:

1. General Legal / Process for Inspectors
2. House
3. Plumbing - House
4. HVAC-House

At least two (2) years related experience.

Proficiency in reading and interpretation of drawings, specifications, surveys, municipal by-laws, technical documentation and applicable laws.

Basic computer skills in Word and Excel. Proficient in Land Manager.

Strong oral and written communication skills.

Revised: November 26, 2019