

# City of Thorold

## Plans Examiner (Union)

<b>Department</b> .....Development Services	<b>Pay Grid Level</b> .....5
<b>Hours of Work</b> .....35	<b>Reports to</b> .....Manager of Building Services

### Job Summary

Under the direction of the Manager of Building Services, review and examine plans and specifications to determine compliance with the Ontario Building Code and applicable law for issuance of building permits and demolition permits associated with residential buildings within the scope of Part 9 and non-commercial agricultural buildings under 600 square meters in building area.

### Qualifications

	Minimum Requirements
<b>Education</b>	<ul style="list-style-type: none"> <li>• Diploma in a minimum three (3) year college program related to construction management, construction engineering or architectural technology or a combination of equivalent related education and relevant work experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of three (3) years related work experience preferably in a municipal building department</li> <li>• Experience with a Windows based operating system and Microsoft Office Suite</li> <li>• Experience with examining and interpreting construction plans</li> <li>• Data entry experience considered an asset</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to accurately interpret construction plans</li> <li>• Ability to understand and explain by-laws and regulations</li> <li>• Good verbal and written communication skills required</li> <li>• Excellent customer service skills required</li> <li>• Ability to manage time effectively to meet tight deadlines</li> <li>• Detail oriented</li> <li>• Capacity to use a wide range of procedures or techniques occasionally devising new methods to new situations</li> <li>• High degree of tact and judgement</li> <li>• Effective organization skills</li> <li>• Must possess numerical aptitude and computer literacy skills</li> <li>• Good verbal and written communication skills</li> <li>• Must possess a high degree of tact, courtesy and judgement to be able to deal effectively with the general public and industry stakeholders</li> <li>• Excellent critical thinking and decision-making skills required</li> </ul>

	<ul style="list-style-type: none"><li>• Effective time management skills required</li></ul>
<b>Qualifications, Supplementary Knowledge, Certifications or Designations</b>	<ul style="list-style-type: none"><li>• Must possess a Ministry of Municipal Affairs Building Code Identification Number (BCIN) and be qualified in 'General Legal', 'House', 'HVAC – House' and 'Building Structural'</li><li>• Understanding of the Ontario Building Codes</li><li>• Knowledge of the legislative, legal and administrative aspects of the building permit process</li><li>• Familiar with land use planning and zoning</li></ul>

## Duties & Responsibilities

- Review, approve and issue building permits and demolition permits associated with Part 9 residential buildings and buildings accessory thereto
- Review, approve and issue building permits associated with non-commercial agricultural buildings under 600 square meters in building area
- Administer Ontario Building Code and other applicable law
- Research zoning maps, survey and property files to verify compliance with Zoning By-Laws, Subdivision Agreements, Consent Agreements and Development Agreements
- Determine acceptance, or refusal of building permit applications based on conformity with applicable legislation
- Assist customers at the counter and through correspondence on matters associated with the Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures
- Advise, communicate and liaise with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures
- Liaise with persons in outside public or private organizations supplying or obtaining detailed and specialized information
- Attend site meetings with staff and industry professionals as needed
- Review and comment on Alternative Solution applications for consideration by the Chief Building Inspector
- Investigate and follow up on approvals relevant to permit issuance
- Advise owners and building inspectors/plans examiners on procedures and regulations where deviations or revisions have occurred after issuance of building permits
- Input and retrieve data
- Assist with administration and interpretation of Development Charge By-Laws including answering inquiries, performing calculations, and collecting fees
- Compose correspondence
- Other related duties as assigned

## Additional Information

- Occasionally work procedures or methods have to be explained to new or inexperienced employees

**Working Conditions**

- Required to work under the general supervision of the Chief Building Official in an office environment involving constant close concentration on a large and varied volume of work where attention must be shifted from one task to another with frequent interruptions
- May require occasional visits to construction sites requiring mobility over rough terrain
- Valid Class G driver’s license required and occasional use of personal vehicle
- Some overtime may be required

**Approvals**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Director</b>	Jason Simpson	<i>Jason Simpson</i>	May 30, 2024
<b>Chief Administrative Officer</b>	Manoj Dilwaria	<i>Manoj Dilwaria</i>	May 30, 2024

**IMPORTANT NOTE**

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: May 2024

*Pursuant to Section 4.2 (b) of the Manual of Procedures for the Joint Job Evaluation process, this job description is hereby acknowledged as received by CUPE, Local 151.*

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Union President or Delegate</b>			

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Incumbent</b>			