



JOB OPPORTUNITY

DEVELOPMENT SERVICES TECHNICIAN

Primary Function

Under the direction of the Chief Building Official, this unionized position receives all applications for the Building and By-law Divisions including building permit applications and residential rental license applications. The Development Services Technician serves as the front line person for the Building & By-Law Divisions.

Duties and Responsibilities

- Assists customers at the counter and through correspondence.
- Receives all permit and license applications for the Building and By-law Divisions
- Conducts preliminary screenings for completeness of applications
- Responds to general enquiries from the public concerning the Building and By-law Divisions including zoning enquiries.
- Liaison with industry stakeholders and the community
- Calculate fees associated with department related applications
- Data entry related to applications for the Building & By-law Divisions
- Schedules inspections associated with the Building and By-law Divisions
- Distributes complaint files to department staff
- Supports staff in the review of plans and the processing of applications for accessory buildings (i.e. shed & garages), decks, signs and pools on an as needed basis
- Assists Plans Examiners with the review of applications for zoning compliance
- Other related duties as assigned

Education/Experience

- Diploma or certificate in a minimum two (2) year college program related to construction management, construction engineering or similar programs or a combination of equivalent related education and relevant work experience
- Minimum of two (2) years within the customer service industry preferably within a government organization
- Experience with a Windows based operating system and Microsoft Office Suite
- Data entry experience considered an asset
- Must possess a Ministry of Municipal Affairs Building Code Identification Number (BCIN) and be qualified in 'General Legal'.

- 'House' qualification from the Ministry of Municipal Affairs and Housing would be an asset, however qualification will required before the end of the probation period
- Knowledge of the legal and administrative aspects of the building permit process
- Familiar with land use planning and zoning
- Ability to accurately interpret construction plans
- Ability to understand and explain by-laws and regulations
- Excellent verbal and written communication skills required
- Excellent customer service skills required
- Ability to manage time effectively to meet tight deadlines
- Detail oriented
- Effective organization skills
- Active listening skills

Conditions of Employment

Required to work under the general supervision of the Chief Building Official in an office environment involving mental and visual concentration with frequent interruptions. Work closely with departmental staff. Some overtime may be required.

The above statement 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.

Job Location: City Hall
3540 Schmon Parkway, Thorold

Job Rate: \$26.99

Hours of Work: Monday to Friday (inclusive)
8:30 a.m. - 4:30 p.m.

Posting Date: Monday July 20, 2020

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources Generalist, via hr@thorold.ca no later than Monday August 3, 2020. Please indicate the position you are applying to in the email subject line. **Only those applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.