



Senior Plans Examiner

The Town of Bradford West Gwillimbury is looking for an energetic, highly motivated and organized professional to make a significant contribution to the Building Division.

Reporting to the Chief Building Official, the Senior Plans Examiners primary responsibility will be to review and process applications for compliance with the Ontario Building Code and applicable legislation and issue building permits. The individual will be required to provide expertise and advice to design professionals in the design of buildings by engaging in preliminary design discussions and providing technical design information, material evaluation and building code interpretations, and issue building permits for projects regulated under the Ontario Building Code and Town By-laws. The position may require occasional inspection of residential, commercial, institutional, industrial and agricultural structures to ensure compliance of construction with approved plans, Ontario Building Code and referenced standards. This role will also be responsible for maintaining accurate reports, give evidence in court, provide verbal assistance and advice in the field, at the counter, and on the telephone to tradespersons, homeowners, contractors, architects, engineers and the public on regulations and building permit processes. In addition, the Senior Plans Examiner will provide technical guidance to staff in the department.

The successful candidate will possess a post-secondary degree or diploma in Architecture, Civil Engineering or a related discipline. Preference will be given to candidates who are qualified as referenced in Division C Section 3.1.4.1 in a category of qualifications set out in Column 2 Table 3.5.2.1, 2012 Building Code. Candidates will have completed General Legal Processes, House, Small Buildings, Large Buildings, Complex Buildings, Plumbing All Buildings, Building Services, Building Structural and On-Site Sewage Systems. Designation or eligible for designation as a Certified Building Code Official is desirable (CBCO). Applicants must possess a minimum of seven years experience in plans review with preference given to those in a Municipal setting. Experience in the inspection of building construction, HVAC, plumbing and sewage systems is considered an asset. Candidates must possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public, be productive in a team environment, possess strong conflict resolution skills, and have demonstrated proficiency with information technology. In addition, a valid Ontario class 'G' driver's license in good standing is required.

The position offers a salary range of \$67,829 to \$84,786 (2018 rates) plus a competitive benefit package. Those applicants who do not meet the qualifications for the Senior Plans Examiner will be considered for the Plans Examiner position which offers a salary range of \$62,251 to \$77,814 (2018 rates).

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting File Number **2019-PE01** by **January 25th, 2019** to:

Town of Bradford West Gwillimbury, Human Resources Department,
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is an equal opportunity employer. Accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the AODA and the Ontario Human Rights Code.