

Position Description

Plans Examiner

Position Code:	144	Pay Band:	9
Department:	Planning, Building & Economic Development	Effective:	June 2019
Division:	Building Services	Revised:	July 2022, August 2020
Reports To:	Manager, Building Services/Chief Building Official	Status:	Permanent Full-time Non-Union
Direct Reports:	None	Indirect Reports:	None

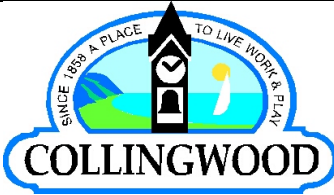
Position Summary

Reporting to the Manager, Building Services/Chief Building Official (CBO), the Plans Examiner is responsible to ensure that the construction, renovation, change of use and demolition activities of buildings within the municipality are properly examined prior to construction to provide and maintain a level of quality that complies with the Ontario Building Code (OBC), applicable municipal by-laws and applicable law to protect the health and safety of the public. The position carries out plan review services for residential projects to ensure compliance with the Building Code Act (BCA), OBC, Sign By-Law, Pool Fence By-Law, and other applicable law consistent with established policies, practices and procedures as directed by the CBO. The main duties and responsibilities of the position are in the areas of plans examination, customer service and communication, permit review for by-law compliance, and civic addressing.

Duties and Responsibilities

1. Plans Examination (50%):

- (a) Under the general supervision of the CBO, ensure compliance with the BCA, OBC and other applicable law through electronic plans examination and processing applications for all buildings, save and except for Large and Complex Buildings.
- (b) Receive permit applications, plans, and design specifications through service counter submission; review and determine if permit applications are acceptable as a complete building permit application; and provide functional and technical advice, guidance, and direction to applicants regarding permit applications, OBC interpretations, and plans examination related matters.
- (c) Issue permits on behalf of the CBO when an application is deemed to comply with the requirements of the OBC and other applicable law. Assist the public in completing building permit applications and related information; respond to email and telephone inquiries regarding permits, permit processes, the OBC, applicable law and policies and procedures of the division, in an effective and courteous manner.
- (d) Act as an appointed Building Inspector as defined under the BCA, which involves receiving and examining permit applications, plans and/or design specifications for the construction, renovation, change of use, and demolition of all residential, assembly, institutional, commercial, industrial, and/or accessory buildings to ensure compliance with the OBC, applicable Town by-laws, and development agreements.
- (e) Examine permit applications, plans, and/or specifications for the proposed construction of buildings and accessory buildings to ensure the following components are in compliance with the OBC and applicable Town by-laws:
 - (i) Barrier-free access into and within buildings;
 - (ii) Ducts;
 - (iii) Exterior finishes including brick veneer, siding, stucco, precast panels, windows, doors, roofing, fascia and soffits;
 - (iv) Insulation, vapor barrier and air barrier systems;
 - (v) Interior finishes including flooring, walls, ceilings and lighting;
 - (vi) Plumbing systems and fixtures;



Position Description Plans Examiner

- (vii) Signs;
- (viii) Soil conditions for footings and bearing capacity;
- (ix) Stages;
- (x) Structural components of foundations, framing, columns and beams;
- (xi) Tents and air-supported structures; and,
- (xii) Woodstoves, wood-burning fireplaces and gas fireplaces.
- (f) Examine permit applications, plans, and/or design specifications received for the proposed demolition of buildings and accessory buildings to ensure the following matters are in compliance with the OBC and applicable municipal by-laws:
 - (i) Protection of the public from the demolition site;
 - (ii) Proper removal of all demolition debris;
 - (iii) Proper and safe capping of water services, sewers, wells, septic tanks, electrical services and gas services; and,
 - (iv) Backfilling and grading of the site.
- (g) Examine permit applications, plans, and/or specifications for final lot grading and drainage control measures for projects regulated by Site Plan Control pursuant to established development agreements.
- (h) Circulate permit applications to applicable departments for review, comments and approval to confirm compliance with applicable legislation. Circulate to the Planning division to confirm compliance with subdivision agreements and site plan agreements.
- (i) Identify and prepare reports on discrepancies in permit applications, plans and/or design specifications; notify and explain discrepancies to permit applicant(s); and review revised/updated permit documentation to ensure discrepancies are corrected prior to the issuance of a permit.
- (j) Issues permit denial letters when an application does not comply with the prescribed requirements of the OBC and/or applicable municipal by-laws.
- (k) Determine applicable fees and charges prior to the issuance of a building permit; assist the CBO to maintain records for development charges and fees where applicable.
- (l) Assist division staff with OBC interpretations and/or inspections and research of same.
- (m) Coordinate and determine processing requirements for permit applications and for compliance with legislated timeframes.

2. Customer Service and Communication (30%):

- (a) Receive and respond to enquiries from various stakeholders regarding permit applications, OBC, building regulations, design specifications and/or plans examination related matters.
- (b) Provide functional and/or technical advice, guidance, and direction to division staff, designers, architects, professional engineers, developers, property owners and other stakeholders regarding the OBC, regulations, and design requirements; and schedules meetings to explain OBC, regulations, and design requirements, when required.
- (c) Conduct preliminary review of building permit application submissions and be the lead technical contact for the front service counter, email, telephone and other inquires for permit applications and OBC interpretations.
- (d) Provide backup duties for the Administrative Assistant to ensure seamless customer service coverage, and assist with scheduling inspections, entering permit applications, pre-screen permit applications, and entering data related to building permits as needed.
- (e) Liaise and collaborate with the Planning division regarding development applications and plans, which involves reviewing, processing, and commenting on development applications and plans with respect to potential construction challenges.
- (f) Act as a Town representative and attends on professional association meetings to gather information, discuss emerging trends, best practices and challenges, and to develop partnerships.



Position Description

Plans Examiner

- (g) Update and/or track permit application data within the applicable permit tracking software. Maintain accurate electronic and hardcopy records regarding plan reviews and investigation activities in accordance with applicable legislation, regulations and by-laws, and division procedures.
- 3. Permit Review for By-Law Compliance (15%):**
- (a) Review permit applications for sign by-law, pool fence by-law, and other applicable law consistent with established policies, practices and procedures as directed by the CBO.
- 4. Civic Addressing (5%):**
- (a) Administer and coordinate the Town addressing system for assigning new municipal addresses in new developments, infill projects and re-numbering requests.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

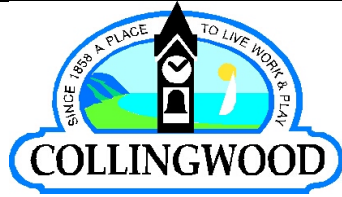
Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

1. Diploma in Building, Architectural or Engineering Technology or related discipline together with a CBCO designation or equivalent. Certification and registration as a CET with OACETT an asset.
2. All Qualifications under Bill 124 regarding Powers and Duties of CBO, Small Buildings, House, House HVAC, Building Structural, Plumbing House, and On-Site Sewage.
3. Two (2) years of OBC inspection/plans examination or related experience, preferably in a municipal environment, and physical ability to perform on-site building inspections and wear required personal protective equipment. Project management experience in the construction or building design industry an asset.
4. Thorough working knowledge of the BCA, OBC and related Regulations, and all other applicable legislation. Demonstrated knowledge of the Occupational Health and Safety Act and all provincial legislation and policies that affect building departments.
5. Excellent administrative, communication, interpersonal, organizational, time management, analytical, problem-solving, report writing, inspection, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
7. Thorough working knowledge of Windows and Microsoft Office applications, database management, and office equipment. Knowledge of Cityview software an asset.
8. Valid Class 'G' Driver's Licence and a Driver's Abstract satisfactory to the Employer. Ability and willingness to travel within the community and out of town as required.
9. Possess Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the Employer and a valid standard first aid and CPR/AED Level C certificate (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Position Description Plans Examiner

Physical demands require no undue fatigue regarding sitting, standing and walking. Daily tasks may include operating a computer, meetings, training, concentrated attention to detail during report/release writing, analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, faxes, scanners and adding machines. (70%) Light physical effort while driving (sitting). Moderate physical effort including some awkward positions (bending, stooping, kneeling, ladder climbing), crawling in crawlspaces and attics. (30%)

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, 8:30 a.m. to 4:30 p.m. with a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts to work evenings or weekends to accommodate high volume periods, for after-hours customer service initiatives, or to work overtime as needed.

Physical Environment: Working conditions vary between a standard office environment (70%) to within vehicle or conducting field inspections (30%). Exposure to undesirable conditions such as various temperatures, inclement weather including rain, snow (including snow storms), mud, dirt, noise, insulation particles, dust, or risk from mechanical hazards.

Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. Requires the ability to prepare and read a variety of reports, letters/correspondence, budgets, etc. The ability to communicate effectively including explaining processes instructions and speaking before groups of people. (70%) Moderate attention during driving in bad weather. Extended sensory attention during visual concentration of plans examinations, on-site building inspections. (30%)

Mental Stress: Some mental stress, in normal situations as a subject matter expert with limited pressure where the seriousness of the outcome is limited. (85%) Exposure to public criticism (written and verbal), safety regulations and public scrutiny. (15%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0
Other Working Relationships:	Incumbent communicates regularly with staff, architects, engineers, lawyers, fire department, government agencies, contractors, local committees, County Assessment and GIS division, utility companies and the general public.
Budget:	n/a
Salary Budget:	n/a

Signatures

Employee Name (print): _____ Date: _____

Signature: _____

Supervisor Signature: _____ Date: _____

Manager/HR Signature: _____ Date: _____