



Permit Technician/Plans Examiner

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a significant contribution to the Building Division.

Reporting to the Chief Building Official, the Permit Technician/Plans Examiner will process permit applications.

Duties and Responsibilities

- Provide front-line customer service assisting the public in the completion of permit application forms, including the counter check list.
- Receive and process permit applications to determine compliance with the Ontario Building Code, the Building Code Act and other Applicable Law.
- Conduct introductory meetings with clients to prepare for accurate and complete permit application submissions.
- Performs plans examination for new houses, residential additions, alternations, sign and swimming pool enclosure permits.
- Calculates construction values and computes permit fees, and collects all the applicable fees for permit applications.
- Monitor and update building permit application status and apprising clients in a timely manner.
- Provide assistance to the Plans Examiners and Building Inspectors
- Schedule and may attend meetings with clients, design professionals, developers, contractors, owners and other approval agencies.
- Provide backup to the Plans Examiner or Building Inspector position as needed.

Key Competencies and Qualifications

- Post-secondary diploma in architecture, engineering, building science or a related discipline.
- Eligible to be appointed as an Inspector under the Ontario Building Code Act and have the following required qualifications, General Legal/Process, House or Small Buildings, Plumbing-House, HVAC-House and Building Structural. Any additional Building Code Qualifications will be asset.
- Three years experience in plans review and/or permit application process.
- Knowledge of Ontario Building Code Act and Regulations
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the public.
- Possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public.
- Demonstrated proficiency with information technology including Microsoft Office Suite and CAD.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

This position offers a salary range of \$66,880 to \$83,600 (2024 rates) working 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is March 25, 2024.

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 committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.