



## Permit Coordinator/Jr. Plans Examiner

### Township of Oro-Medonte

#### **About the Role**

The Township is currently seeking applicants for the position of Permit Coordinator/Junior Plans Examiner. Reporting to the Deputy Chief Building Official, the Permit Coordinator/Junior Plans Examiner will join the Development Services Department - Building Division, intent on maintaining a superior level of service to the public. Provides advice and interpretation as it relates to the Ontario Building Code and provision of customer service for the Department. Responsible for intake and review of building and septic permit applications as required by Ontario Building Code, Provincial Legislation regarding building construction, alterations, additions, renovations, relocations and demolitions. The successful applicant will assist with conducting mandatory on-site septic system maintenance inspections, reporting and filing as directed.

#### **What You Bring**

Minimum of two (2) years' experience in Municipal Government with working knowledge of the Ontario Building Code Act, applicable law and Regulations. Architectural Technologist, Applied Science Technologist, Certified Engineering Technologist or similar designation a requirement. Must hold or be working towards obtaining your Certified Building Code Official designation. The ability to read and understand plans, blueprints and building construction drawings. The successful candidate will also hold a valid G driver's license, along with the following Professional Designations:

- |  |                          |
|--|--------------------------|
| i. General Legal/Process for Inspector | v. HVAC – House          |
| ii. House                              | vi. On-site Sewage       |
| iii. Small Buildings                   | vii. Building Structural |
| iv. Plumbing – House                   |                          |

#### **What We Offer**

This bargaining unit position offers a salary commensurate with experience and education (wage schedule range of \$30.62-\$36.81 per hour). At the Township of Oro-Medonte, we value work-life balance and employee development. Here you will enjoy a variety of benefits including a hybrid work environment, contributions to the OMERS pension plan, social opportunities through our people team and professional development for career growth. The Township of Oro-Medonte is an equal opportunity employer, and we are dedicated to creating a workplace culture of equity, inclusion and respect.

#### **Application Deadline**

We encourage all interested applicants to apply through our Township's website via the below link by 4:30 p.m. on **June 11, 2025**. We thank all applicants who apply, however only those selected for an interview will be contacted.

### **[Apply Now](#)**

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.*