



Building Intake and Zoning Technician (12 Month Contract)

Department Community Planning and Development	Vacancy Existing	Employee Group Non-Union	Position Type Contract (12 Months)
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Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2022-2026 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Chief Building Official (CBO), the Building Intake/Zoning Technician acts as the first point of contact for applicants for building permits. This position is responsible for ensuring building permit applications are complete and processed within the legislative timeframe, as well as conducting initial plan and zoning compliance review, calculating building fees, parkland dedication fees and include development charge fees.

About You

What You Will Do

- Process building permit applications through City Reporter Portal, email, and at the counter
- Book all inspections and liaise between trades and inspectors
- Input all applications through iCity and create a permit number for each file in accordance with Town policy and procedure
- Calculate all building permit fees, including all development charges in accordance with Town, Niagara Region and Niagara Catholic District School Board by-laws and parkland dedication fees
- Attend pre-consultation meetings with respect to minor variances and land severances to provide applicants with information regarding building permit submission requirements

- Undertake field inspections and conduct plans examination as required
- Conduct zoning reviews to ensure compliance with the Town Zoning By-law
- Provide written comments to Committee of Adjustment, consent and minor variance applications to the Town Clerk and other staff
- Provide written comments on Niagara Escarpment development permits and applications
- Maintain building function records
- Other duties as assigned

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Post-secondary diploma in Architecture, Construction, or related field
- Membership, or willing to obtain membership, in the Ontario Building Official's Association (OBOA)
- 3 years of work experience, preferably in a municipal office environment
- Have or be willing to obtain the 'Legal' and 'Part 9 - house' detailed technical training courses
- Knowledge of the legislative, legal, political and administrative aspects of the building permit process.
- Knowledge of the principles of urban planning.
- Knowledge of the Town's Zoning By-law, Building Code, and other relevant legislation.
- Skilled in AutoCAD, GIS, Microsoft Office Suite and web-based mapping software.
- Ability to manage time and prioritize tasks effectively
- Strong communication skills (written, oral and interpersonal)
- Excellent problem-solving, attention to detail and critical thinking skills

What's In It For You

- A competitive salary ranging between **\$62,510 - \$73,128** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$62,510 - \$73,128
- Vacancy: Existing
- Department: Community Planning and Development
- Position Type: Contract (12 Months)
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: May 11, 2026
- Application Deadline: Wednesday, May 27, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on Wednesday, May 27, 2026.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with*

Disabilities Act, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.