



## **Career Opportunity – Internal/External Posting**

### **Building Services Technician Temporary Maternity Leave Contract (11-Months) Community and Development Services**

#### **Position Summary:**

Reporting to the Manager of Building Services, the Building Services Technician is responsible for providing customer service, technical review, processing, circulation of building permit applications, scheduling inspections, assisting in reporting, providing information (internally and externally), pre-consultation, maintaining the reporting and records system, and utilizing GIS on all zoning and building matters.

#### **Key Responsibilities:**

- Drive continuous process improvement and promote the goals of the organization through the establishment and maintenance of positive relationships with customers on behalf of the Municipality.
- Take personal responsibility for the delivery of superior customer service with each customer contact.
- Efficiently and effectively deliver information in response to customer inquiries via phone, email or in person.
- Collect and process payments and transactions for permits, securities, parkland, water buy-in, payments, etc.
- Provide pre-consultation services via receiving and reviewing building permit applications with applicants to ensure all required documents and approvals are submitted, and in compliance with the Building Code Act and the Municipality's zoning by-law.
- Process complete building permit applications, review building permit applications for technical compliance with the Municipality's zoning by-law, prepare building permits and calculate all applicable fees.
- Correspond with applicants to provide notice of acceptance or rejection of building permit application.
- Close completed building permit files.
- Administer records management process for Building Services.
- Develop and administer a one-stop small building permits approval process.
- Circulate applications and construction plans to other departments for comment.
- Schedule site inspections for inspectors and ensure completed inspection reports are both filed and recorded.
- Process occupancy permits and encroachment permits and prepare orders under the Building Code Act.

- Prepare Building Services reports, revenue reports and monthly and year end statistics and forward to Statistics Canada, Canada Mortgage and Housing Corporation, Municipal Property Assessment Corporation, etc.
- Coordinate municipal address/911 numbering, signs, collect fees and send information to affected departments.
- Provide building technical review in response to lawyer's letters.
- Review other applications such as business registry, dog kennel licences, and other similar municipally administered licences for compliance with change of use provisions under the Building Code and the Municipality's zoning by-law.
- Assist in the research and preparation of special projects, including studies and policy initiatives, including but not limited to Development Charges.
- Liaise with the GIS Technologist in: creating various maps, coordinating data, analyzing data, running queries and using the municipal GIS database and applications and PowerPoint.
- Contribute to a work environment that fosters pride in being part of a team and promotes personal growth.
- Maintain Building Services pages on the Municipality's website.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must have a minimum 3-year college/university diploma/degree in Architecture, Civil Engineering Technology or related field.
- Must have a minimum of 3 years' experience in the public or private sector working with zoning by-laws, building regulations and development proposals.
- Ideally hold the qualifications or will be required to work towards the following Building Code qualifications passing ministry exams in the following categories as set out in the OBC and regulations:
  - General, Legal or Powers and Duties of Chief Building Official
  - House
- Must be familiar with zoning by-laws, the Building Code Act and the Building Code (Ontario) and other applicable legislation and regulations.
- Must demonstrate effective organizational, written, technical review, communication and interpersonal skills.
- Must be highly organized and excel at prioritizing, scheduling and meeting tight deadlines.
- Must be proficient in Windows computer applications including Microsoft Office Suite.
- Experience with e-permitting software Cloudpermit would be an asset.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.
- Must participate in the Ministry of Municipal Affairs and Housing training courses and examinations as required.
- Must remain current with all amendments to the Building Code and the qualifications required for person appointed under the Building Code Act as an Inspector.

- Being a member in good standing with the Ontario Building Officials Association and working towards a Certified Building Code Official designation would be an asset.
- Experience in GIS mapping and Vadim software programs would be an asset.

**Hours of Work and Working Conditions:**

35 hours per week, in an office environment.

**Employee Group:**

Hourly. Non-union.

**Salary Range:**

\$68,748.27 to \$80,425.76 annually (2025 Rates).

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, February 9, 2025.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761