

**CITY OF HAMILTON**

**May 2023**

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**(BUILDING DIVISION – ENGINEERING SECTION - LOCATION - 71 MAIN ST. W., 3rd FLOOR)**

**SENIOR PLANS EXAMINER - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Supervisor, Building Engineering, responsible for review, examination, and approval of plans and specifications to determine compliance with the Ontario Building Code and other relevant legislation for issuance of building permits.

**GENERAL DUTIES**

Issue building permits for Part 9 for buildings of the Ontario Building Code consisting of residential, commercial, and industrial projects, sewage and septic systems, and other miscellaneous permits such as agricultural buildings/structures, signs, tents, and change of use permits.

Examine, amend and approve architectural, structural,-mechanical electrical, and fire protection/suppression system drawings and/or specifications for conformance with the Ontario Building Code, National Farm Building Code, Zoning By-laws and other applicable legislation or standards. Determine that construction materials and methods of construction meet approved standards.

Liaise with the Inspection Team to act as technical expert for Part 9 buildings with fire protection and life safety measures.

Assists Building Inspectors in the investigation and determination of unsafe buildings and septic site conditions.

Administer Ontario Building Code and other applicable law.

Train and act as technical resource for staff.

Research maps, surveys and property files to verify compliance with applicable law.

Determine materials and methods of construction meet approved standards.

Analyze and calculate structural design loads for Part 9 buildings.

Determine acceptance, or refusal of building permit applications based on conformity with applicable legislation.

Work in co-ordination with other regulatory bodies, staff and other agencies such as Fire Prevention Bureau, Niagara Escarpment Commission, and Conservation Authorities in matters relating to permit issuance.

Receive and answer inquiries from public, staff, contractors, architects, engineers, lawyers and realtors.

Advise, communicate and liaise with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures.

Provide input and participate in the development and improvement of technical guidelines, policies and procedures, and Sign By-law amendments.

Investigate and follow up on approvals relevant to permit issuance.

Advise owners and building inspectors/plans examiners on procedures and regulations where deviations or revisions have occurred after issuance of building permits.

Input and retrieve data.

Assist with administration and interpretation of Development Charge By-Laws including answering inquiries, performing calculations, and collecting fees.

Prepare and provide reports and evidence for Building Code Commission.

Compose correspondence.

Attend training courses as required.

Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

### **QUALIFICATIONS**

1. Knowledge of the Ontario Building Code, construction practices, structural design and engineering principles normally acquired by the completion of a Community College Diploma from an Architectural or Civil Engineering Technology Program.

2. Must be eligible to be appointed as an inspector under the Ontario Building Code Act and must successfully meet the following required qualifications not more than 6 months after gaining employment:

- General Legal/Process
- On-site Sewage Systems
- Small Buildings

Must successfully meet the following required qualifications not more than 12 months after gaining employment:

- Large Buildings
- Plumbing All Buildings
- Building Structural
- Building Services

3. The ability to investigate and analyze reports and determine infractions to the Building Code Act/Regulation, applicable municipal By-laws and Codes. The ability to review and verify various types of drawings, specifications, engineering reports and legal documents.

4. The ability to act independently, with strong problem solving and decision-making skills.

5. The ability to make 'judgement calls' and 'alternative measures' recommendations as needed when making decisions pertaining to the Building Code, by-law acceptability, interpretation and equivalencies.

6. The ability to act as technical expert for Part 9 buildings in fire protection and life safety measures.

7. Eligible for OBOA certification.

8. Experience in a Municipal Building Department.

9. Demonstrated ability to train, mentor and coach.

10. Must possess numerical aptitude and computer literacy skills.

11. Must possess excellent written and verbal skills.

**SALARY:**

Salary Grade N

**HOURS:**

35 per week

**NOTE:** This is a newly created position. The incumbent(s) or the department has the option to have the salary grade assigned to this position re-evaluated within nine months of the initial filling of this position. The Director of the division must review and submit the submission to Human Resources within 45 days of receiving it. All required forms of the job evaluation submission must be fully completed in order for the review to occur. If fully completed and updated job evaluation forms (with an updated draft job description) are not received within nine months of the initial filling of the position, the existing job description and rating shall be confirmed.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES  
FOR THIS POSITION AND THE WORKPLACE.**

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