

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(BUILDING DIVISION – PLAN EXAMINATION SECTION - LOCATION – 71 MAIN STREET WEST, 3RD FLOOR)

PLANS EXAMINER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Plan Examination, responsible for review, examination and approval of plans and specifications to determine compliance with the Ontario Building Code, Subdivision Agreements and other relevant legislation for issuance of building permits. Responsible for training and acting as a resource for other staff.

GENERAL DUTIES

Issue building permits for Part 9 residential buildings such as townhouses, one and two family dwellings, change of use permits, conversions, repairs, and accessory structures.

Examine, amend and approve architectural, structural and mechanical plans and applications for building permits.

Administer Ontario Building Code and other applicable law.

Review and approve design of on-site sewage systems and farm buildings.

Train and act as technical resource for staff.

Research zoning maps, survey and property files to verify compliance with Zoning By-Laws and Subdivision Agreements.

Maintain divisional files for subdivision agreements.

Determine that materials and methods of construction meet approved standards.

Analyze and calculate structural design loads.

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 practises, regulations and procedures.

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 and Ontario Municipal Board hearings and court for enforcement of Building Code regulations.

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 Technology Program or University degree in Civil Engineering or Architecture, or equivalent combination of education and relevant work experience.
2. Eligible for OBOA certification.
3. 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
 - HVAC - House
 - House
4. Demonstrated relevant Municipal Building Department experience.
5. Ability to interpret construction plans.
6. Experience in a computerized environment. Working knowledge of Word and Excel.
7. Ability to communicate effectively both verbally and in written form.

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