

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (BUILDING DIVISION – PLAN EXAMINATION SECTION - LOCATION – 71 MAIN ST. W., 3rd FLOOR)

PLANS EXAMINATION COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Plan Examination, this position acts as a subject expert in fire protection and life safety measures used in the Building Division and knowledge expert in Ontario Building Code. This includes answering questions and acting as a technical expert related to Building code requirements from both internal staff and external customers, documentation of procedures, provide on-going training, review and support the undertaking of various development and implementation. The position will utilize an understanding of Plans Examination Section processes related to building application workflow and review, encouraging cross sectional and divisional support to streamline processes.

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.

Liaise with the Inspection Team to act as technical expert for residential Part 9 buildings with fire protection and life safety measures including but not limited to conversions, semi-detached, townhouses, maisonettes.

Coordinate division records for subdivision agreements, site plan applications, consent agreements and other departments correspondence.

Assist in the creation and implementation of an appropriate protocol to ensure proper review and training of staff including complicated or complex Part 9 residential 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, site plan applications and consent 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 or Civil Engineering Technology Program.
2. BCIN (Building Code Certification Number) required and qualified in General Legal/process, On-Site Sewage Systems, HVAC, House & Small Buildings.
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' decisions 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 residential Part 9 buildings in fire protection and life safety measures including but not limited to conversions, semi-detached, townhouses, maisonettes.
7. Eligible for OBOA certification.
8. Considerable 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.

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