

**POSITION: PLAN EXAMINER****JOB POSTING #:****DEPARTMENT:** Building**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543016**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.14**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$6.17 TO \$30.76 per hour**HOURS PER WEEK:** 33.75

### **DUTIES:**

Under the direction of the Manager of Permit Services and Deputy Chief Building Official, or designate, reviews construction plans, drawings and specifications for compliance with the requirements of Part IX of the Ontario Building Code, the Ontario Plumbing Code and other related standards and by-laws prior to the release of appropriate building permits; calculates permit fees, indemnity fees, etc by applying fee schedule to construction project cost; advises applicants as to proper documentation to be submitted such as site plans, floor plans, elevators etc reviews all agreements to ensure that the terms and conditions precedent to the issuance of permits have been met; liaises with contractors, lawyers, and other departments relative to the issuance of permits; maintains amiable relations with the public and fellow staff. Performs Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; performs other related duties as required.

### **QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) years post secondary school Technologist Diploma from a Community College in the field of industrial, commercial and heat/ventilation mechanical plan examination or Ontario Ministry of Education equivalencies.
- Must have over one (1) year's experience with partial permits and the area of building design and construction.
- Thorough working knowledge of the Ontario Building Code, the Ontario plumbing code and other appropriate standards and by-laws.
- Must possess an understanding of mechanical systems (plumbing, heating, fire protection) as they relate to building construction and site development.

### **POSTING SPECIFICS:**

**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

- In person to the Human Resources Department or one of the Customer Care Centres.
- By faxing your Job Transfer Form and resume to the Human Resources Department

**Updated:**

- By Human Resources June 18, 2010