

Job Profile

Guided by the goals and objectives of the City of Guelph's Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness. The successful candidate will aid in the achievement of the Community Vision – to be the city that makes a difference. This position reports to the Program Manager of Permit Services.

HOURS OF WORK

35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday.

DUTIES

- Accept permit applications and process building permits.
- Assist customers at the Building Services front counter.
- Review building plans and associated documentation of low rise residential housing projects and associated ancillary buildings for compliance with the Ontario Building Code and all other applicable laws.
- Establish and maintain good relations with the public, professionals and City personnel and assist with Code and By-law requirements as they pertain to particular projects.
- Provide support for Inspection Services by performing occasional on-site inspections.
- Perform other related duties as assigned.

QUALIFICATIONS

- Experience related to the duties listed above normally acquired through a 3 year diploma in Architectural or Construction Engineering Technology or closely related field and over 2 to 3 years' experience in building construction or working within a related municipal building services role. Candidates with an equivalent combination of education and experience may be considered.
- Must be qualified with the Ministry of Municipal Affairs and Housing in the following categories:
 - General Legal
 - House
- Qualifications in Small Buildings, HVAC House and Plumbing House would also be required. Candidates who do not currently possess any of these 3 qualifications would be required to obtain within a specified timeframe
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements. Ability to interpret Codes, By-laws and working (construction) drawings, with a strong understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and Municipal By-laws
- Accredited (or in the process) with the Ontario Building Officials Association as a Certified Building Code Official

- Excellent written and verbal communication skills
- Experience with AMANDA software would be an asset.
- Intermediate computer skills with Microsoft Office (Word, Excel, Outlook)
- Excellent interpersonal & customer service skills
- Must be able to work effectively in a team environment
- Knowledge of the Occupational Health & Safety Act
- A satisfactory Police Record Check would be required at time of offer.

THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE "CAREERS/JOBS" PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR