



EMPLOYMENT OPPORTUNITY

The Town of Pelham Community Planning and Development Department is now accepting applications for the following position:

Building Intake/ Zoning Technician

Reporting to the Chief Building Official (CBO), the Building Intake/Zoning Technician acts as the first point of contact for applicants for building permits. This position is responsible for ensuring building permit applications are complete and processed within the legislative timeframe, as well as conducting initial plan and zoning compliance review, calculating building fees, parkland dedication fees and include development charge fees.

Duties Include:

- Process building permit applications through City Reporter Portal, email, and at the counter
- Book all inspections and liaise between trades and inspectors
- Input all applications through iCity and create a permit number for each file in accordance with Town policy and procedure
- Calculate all building permit fees, including all development charges in accordance with Town, Niagara Region and Niagara Catholic District School Board by-laws and parkland dedication fees
- Attend pre-consultation meetings with respect to minor variances and land severances to provide applicants with information regarding building permit submission requirements
- Undertake field inspections and conduct plans examination as required
- Conduct zoning reviews to ensure compliance with the Town Zoning By-law
- Provide written comments to Committee of Adjustment, consent and minor variance applications to the Town Clerk and other staff
- Provide written comments on Niagara Escarpment development permits and applications
- Maintain building function records
- Other duties as assigned

The successful candidate will possess the following:

- Post-secondary diploma in Architecture, Construction, or related field
- Membership, or willing to obtain membership, in the Ontario Building Official's Association (OBOA)
- 3 years of work experience, preferably in a municipal office environment
- Have or be willing to obtain the 'Legal' and 'Part 9 - house' detailed technical

training courses

- Knowledge of the legislative, legal, political and administrative aspects of the building permit process.
- Knowledge of the principles of urban planning.
- Knowledge of the Town's Zoning By-law, Building Code, and other relevant legislation.
- Skilled in AutoCAD, GIS, Microsoft Office Suite and web-based mapping software.
- Ability to manage time and prioritize tasks effectively
- Strong communication skills (written, oral and interpersonal)
- Excellent problem-solving, attention to detail and critical thinking skills

Salary: \$58,922 - \$68,930 (35 hours per week)

Resumes must be submitted directly to the Manager of People Services at hr@pelham.ca by **9:00 am on Friday, May 10, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.