



Employment Opportunity Building Technician

The Town of Essex is currently accepting resumes for the position of Full Time Building Technician. Reporting to the Chief Building Official, the Building Technician is responsible for providing administrative and technical support to the Building/By-Law Department. The Building Technician will examine applications, drawings and specifications for proposed construction to ensure compliance, assist applicants with accuracy and completeness of documents, compile and research data when requested, and respond to questions from the general public either over the phone or in person.

Skills and Qualifications Requirements

- Civil or Architectural Technician/ Technologist Diploma
- Minimum 1 year previous experience working in a fast-paced office environment with frequent interruptions and changing priorities
- Previous experience in a construction setting or municipal building department considered an asset
- Ability to read and interpret blueprints and drafting documents and learn new programs related to building services quickly and efficiently
- Excellent customer service and communication skills (verbal and written)
- Proficiency in MS Office Suite, including an intermediate level of skills in Excel
- Previous experience with Great Plains, City Works, Geo Cortex and Laserfiche is considered an asset
- Working knowledge of the Ontario Building Code, zoning by-laws, other relevant municipal by-laws, applicable law, and court procedure is considered an asset

A detailed job description is attached below. Interested and qualified candidates are invited to submit a cover letter and detailed resume no later than **4:00 p.m. on December 10, 2020** to:

Email:

hr@essex.ca

Mail or In Person:

Attention Human Resources

33 Talbot Street South

Essex, ON N8M 1A8

While we appreciate all applications, we acknowledge only those applicants selected for an interview. The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and providing accommodations for people **To**

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Position Title: Building Technician

Division: Building/By-Law

Division: Development Services

Employee Group: Union

Position Summary:

Reporting to the Chief Building Official, the Building Technician is responsible for providing administrative and technical support to the Building/By-Law Department. The Building Technician will examine applications, drawings and specifications for proposed construction to ensure compliance, assist applicants with accuracy and completeness of documents, compile and research data when requested, and respond to questions from the general public either over the phone or in person.

Position Role and Responsibilities:

- Examine all building applications and drawings to ensure 100% completion and accuracy to achieve compliance with Municipal By-Laws and the Ontario Building Code and to assist the applicant and identify missing documents or problems by pointing out any deficiencies
 - Review application for building permit to ensure compliance with subdivision agreements, and site plan agreements, if applicable.
 - Provide applicants contact information of other agencies that have requirements for building standards/regulation
 - Submit all completed applications to the Building Inspector for approval by the Chief Building Official for the issuance of building permits
 - Calculate various fees including permit applications, inspection, revision, departmental services, recording all transactions and issues permit receipts
 - Provide customer service and assistance over the phone or at the front counter, directing inquires to appropriate person when necessary
 - Schedule inspections and assist inspectors with inspection requests, results, and locating plan files in the Building Department
 - Complete monthly reports, including but not limited to: MPAC Assessment Report, Statistics Canada Report, and Building Report (to provide to Council)
 - Research information and assemble data as directed
 - Prepare letters and packages for mailing as required
 - File and maintain the Departmental filing system as per procedure and record retention schedules
 - General administration duties including but not limited to: composing email correspondence, filing, photocopying, scanning, faxing, mail distribution and maintaining office supplies
 - Act as secretary to the Property Standards Committee
 - Other duties as assigned
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Working Conditions:

- 35 hours per week
- Manual dexterity required to operate computer
- Interacts with employees, management and members of the public
- Sitting, standing, walking
- Frequent interruptions
- Frequently lifts materials and objects less than 2kgs
- Occasional overtime, may be required with compensation in accordance with the current Collective Bargaining Agreement

Minimum Qualifications:

- Civil or Architectural Technician/ Technologist Diploma
 - Minimum 1 year previous experience working in a fast-paced office environment with frequent interruptions and changing priorities
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 - Ability to read and interpret blueprints and drafting documents and learn new programs related to building services quickly and efficiently
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