

JOB POSTING NOTICE

Zoning Technician

Planning and Building Services - CUPE Local 157
(Courtesy Posting Approximately 18 months)

Summary:

The City of St. Catharines is seeking an organized self-starter, with excellent attention to detail, to perform technical zoning functions, and to provide excellent customer service skills in the Planning and Building Services Department.

Under the supervision of the Manager of Plans Examination, the Zoning Technician examines drawings and survey plans submitted for the construction, alteration and change of use of all classification of buildings to ensure compliance with applicable laws including zoning by-laws.

Duties Include:

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements).

- Examine and comment on drawings submitted for all commercial and certain industrial properties that require entering into a Site Plan Agreement with the city to ensure compliance with the zoning by-laws and municipal by-laws.
- Examine and comment on drawings submitted to the Committee of Adjustment for compliance with zoning by-laws and other applicable regulations.
- Provide information on and interpretation of zoning by-laws, by-law amendments and other applicable municipal by-laws to the public in response to telephone, counter and written inquiries as well as city staff.
- Analyze unique situations and recommend methods of compliance with zoning by-laws and other applicable municipal by-laws.
- Review and comment on draft zoning by-law amendments, as prepared by the planners in Planning Services, for errors or omissions to ensure compatibility with current zoning by-laws.
- Liaison with all officials, agencies, contractors, developers, designers (architects, surveyors, lawyers, etc.) and property owners, as required.
- Research and prepare correspondence for compliance with zoning by-laws, all requests for mortgage and property sale clearance.
- Indexing and cataloguing approved variances by Committee of Adjustment, approved severances by the Land Division Committee, and register Site Plan Agreements and Subdivision Agreements.
- Certify zoning reports for new business licence applications.
- Report upon alleged infractions of zoning by-laws and related agreements.

- Bring forward for consideration alleged infractions of zoning by-laws and conditions encountered in the performance of the job, which might warrant amendments to zoning and other applicable by-laws.
- Perform other similar and related duties, as required.

Positions Requirements:

- Community college diploma in architecture, planning, engineering or related field.
- Two (2) years' experience reading detailed construction drawings and site plans, preferably in a municipal environment.
- Good knowledge of zoning by-laws to communicate and interpret these matters to customers.
- Ability to communicate effectively, using tact and courtesy, in dealing with public.
- Ability to work alone with a minimum of supervision.
- Good report writing skills.
- Working knowledge of Microsoft Office applications and the AMANDA system.
- A demonstrated commitment to enhancing a safety culture.
- Valid Ontario Driver's licence, Class "G", with a clean driving record.

Pay Group 8 – Minimum \$59,320 annually; Maximum \$66,613 annually

Expected Work Location: City Hall

Hours of Work: Currently Monday-Friday 8:30am - 4:30pm

Applications will be accepted online at www.stcatharines.ca/jobs. Please reference the recruitment number **2019-196** in your cover letter. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.