

Job Class Profile: Design Approval Technician I**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	5	4	5	4	1	2	
Points	187	67	13	24	120	108	83	21	21	644

JOB SUMMARY

The Design Approval Technician I performs responsible technical work in the review and approval engineering and architectural plans for adherence to the Building Accessibility Act and Regulations and relevant sections of the National Building Code.

Key and Periodic Activities

- Reviews plans, drawings and specifications for conformance to Building Accessibility Act and Regulations governing the construction, maintenance and renovations to special care facilities.
- Writes deficiency letters, including references to site and architectural drawings and details. Reviews additional information and revised drawings that have been resubmitted by architects/contractors and owner as was requested by the deficiency letter.
- Assists architects, engineers, contractors, owners, general public in the completion of building accessibility applications. Provides interpretations on the various codes and systems or building design requirements.
- Advises and provides information to municipal officials regarding building accessibility requirements, plan review and final inspections.
- Prepares exemption and registration letters complete with conditions of registration which will be reviewed by the Technical Inspector prior to providing a letter of final approval.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of various software for spreadsheet, database and design applications
- Knowledge of various construction drawings, specifications and standards
- Knowledge of various pieces of legislation, regulations and codes.

Formal Education and/or Certification(s):

- Minimum: 3-year Diploma in Engineering Technology

Years of Experience:

- Minimum: 2-3 years

Competencies:

- Ability to operate a computer to prepare spreadsheets and databases.
- Ability to apply engineering techniques to completion of activities.
- Ability to proofread, edit and format documents.

Interpersonal Skills

- A range of interpersonal skills include listening to information from other people, asking questions to get information, providing routine information and direction to others, communicating complex and specialized information and providing advice to others.
- Communication occurs with employees in the immediate work area, employees in the Department, employees of other government departments, Managers, Municipal government representatives, engineering consultants, and the General Public
- Most significant interactions are with professional engineers/consultants, architects and contractors to provide interpretation of regulations and design/code requirements; inspection staff to ensure regulations are enforced; co-workers/employees in the department and immediate Supervisor to report on projects and get direction, advice and consultation.

EFFORT

Physical Effort

- Work rarely results in considerable fatigue requiring periods of rest.
- Position requires fine finger work regularly when at the computer; regular sitting, standing, walking and occasional driving; occasional use of gross motor skills.
- Positions spend the majority of time in an office environment at a drafting table.

Concentration

- **Visual** concentration or alertness is required on a regular basis for reviewing drawings, drafting letters and reviewing technical inspector reports.
- **Auditory** concentration is important to gain a full understanding of issues or concerns of clients to be able to offer solutions.
- There are regular **time pressures** to complete review and approval of designs.
Interruptions occur regularly from people dropping in to the office and phone calls.
- The need for **exact results and precision, eye/hand coordination and repetition requiring alertness** are regular requirements when reviewing drawings and specifications and when checking related calculations.

Complexity

- Tasks typically range from regularly repetitive/well defined to occasionally being different and unrelated which require a range of skills.
- The most typical issues to solve are determining if designs submitted meet legislation, specification, standards and code.
- Occasionally there are challenges or problems that must be defined and practical solutions found, challenges with limited opportunity for standardized solutions and issues requiring the development of complex solutions.

- Provincial Acts and regulations such as Building Accessibility Act and regulations, National Building Code, Canadian Standards Association Codes, precedents and professional Engineering and other expert staff are available as references or resources.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled.
- Some discretion, judgement and latitude are exercised in scheduling plan reviews and having discussions and providing feedback to architects, and municipalities and making decisions on approving drawings and specifications and issuing deficiency letters in accordance with legislative and Code requirements.

Impact

- Results are directly felt within the immediate work area, department, within and outside the organization and by clients and the general public.
- Results impact processes, finances, material and human resources, contractors, the general public, health and safety and corporate image.
- Work tasks and decisions ensure buildings are safe and accessible for employees and the general public, and are designed and operating properly. Improper plan review may result in a deficiency being overlooked and it may not be discovered until construction begins.
- Consequences of errors could be significant and felt outside the department by clients and the public.

Development and Leadership of Others

- There is no supervision of staff.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for safety equipment/precautions.
- There is no likelihood of minor cuts, bruises, injury or illness causing disability.
- Exposure to any adverse or undesirable environmental conditions is minimal other than those resulting from working in an open office environment.