

Posting # 2769

Job Posting Title: Plans Examiner (Front Counter)

Section: Plans Examination

Division: Building Services

Department: Growth and Infrastructure

Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position

Number of Vacancies: 1

Affiliation: Inside Unit

Hours of Work: 70 hours bi-weekly

Shift Work Required: n/a

Range of Pay: Group 15 - \$40.45 to \$49.68 per hour (subject to review)

The start date will follow the selection process.

Characteristic Duties: Under the general supervision of the Director of Building Services/Chief Building Official and the day-to-day direction of the Manager of Plans Examination.

1. Perform all of the duties of an Inspector pursuant to The Building Code Act and Regulations, as amended.
2. Conduct inspections of buildings for the purpose of determining a building's suitability for occupancy prior to the issuance of Business Licences.
3. Examine and approve plans and specifications for buildings and structures which are required to be designed by a Registered Architect or Professional Engineer and for other buildings and structures pursuant to the Building Code Act and Regulation as amended.
4. Examine and approve plans and specifications for expedited permit applications.
5. Provide technical advice for all inquiries to the Building Services Division.
6. Obtain and examine Permit Application Data to ensure compliance with City Zoning and other regulatory by-law requirements prior to approval of Building Permits issuance.
7. Consult with architects, engineers, contractors, and property owners regarding problems related to building plans and permit applications under review.
8. Receive and answer inquiries from the public, employees, contractors, architects, engineers, lawyers, and realtors.
9. Conduct necessary liaison with all parties whose interests are affected by the issuance of a permit to build, alter, renovate, or demolish a building.
10. Provide progress reports of plans under review to applicants.
11. Maintain knowledge and understanding of the current provisions of The Ontario Building Code, National Building Code of Canada, Fire Codes, related Provincial Regulations, City zoning and related regulatory by-laws.
12. Maintain current reference literature used to assist public inquiries regarding design materials and methods.
13. Maintain current typical plans and specifications used to assist public inquiries.
14. Organize workload and ensure complete entry of all documentation into the Division's computerized records management and tracking system (LMIS).
15. Draft correspondence and reports as required or directed.
16. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
17. Perform other related duties as required.

Qualifications:

- Community College Diploma or equivalent as an Engineering or Architectural Technician or Technologist.
- Five (5) years up to and including seven (7) years of directly related experience.
- Demonstrate proficiency with the provisions of the Ontario Building Code, National Building Code of Canada, Fire Codes,

related Provincial Regulations, CGS zoning and related regulatory by-laws.

- Possess current Building Code Competency Certification in accordance with Provincial Regulations.
- Working knowledge of CGS's Zoning By-laws and familiarity with the documentation necessary for the issuance of a Building Permit.
- Understanding of building construction design methods and specifications.
- Demonstrate ability to work with computer software and administrative systems in a Windows environment, and drawing review software (i.e. Bluebeam, DigiPlan).
- Demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Excellent use of English; verbally and in writing an asset.
- French verbal and written skills an asset.
- Satisfactory health, attendance, and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 2 Proficiency \(Individual Contributor\)](#)

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Monday, March 17, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca