



## City of Niagara Falls **POSITION VACANCY**

*Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!*

<b>Call Number:</b>	<b>2025 - 18</b>
<b>Position:</b>	<b>Plan Examiner</b>
<b>Type of Vacancy:</b>	Permanent
<b>Work Schedule:</b>	Monday to Friday, 8:30 am to 4:30 pm 4-day compressed work week option available 35 hours per week
<b>Location:</b>	Wayne Thomson Building (4347 Morrison St, Niagara Falls)
<b>Salary/Wage(s):</b>	\$39.83 to \$41.22 per hour Plus, a comprehensive benefits package and defined benefit retirement pension
<b>Date Posted:</b>	March 4, 2025
<b>Closing Date:</b>	<b>March 25, 2025 at 4:00 pm</b>

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs). Applications must be submitted online and will be accepted until **4:00 pm on March 25, 2025**.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

## CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Plan Examiner

**DIVISION / DEPARTMENT:** Planning, Building and Development / Building Services

**RESPONSIBLE TO:** Director/Chief Building Official

**POSITION SUMMARY:** Under the direction of the Chief Building Official to: process permit applications and issue permits that fall under residential occupancies in accordance with the Ontario Building Code (OBC) and applicable law.

**EQUIPMENT AND TOOLS USED:** General office equipment and computer applications.

**WORKING CONDITIONS:** Standard office environment.

**RESPONSIBLE FOR:**

1. Responsible to conduct plan examination, for the construction, for the renovation extension, material alteration, repair, demolition, and/or change of use for building Occupancy classifications listed in accordance with Subsection 1.1.2.4, applications to Part 9 of the OBC limited to group C (residential occupancy) that do not exceed three storeys, and a building area not exceeding 600 square metres for:
  1. Detached house, semi-detached house or row house, containing not more than two dwelling units.
  2. House above another house that contain one dwelling unit in each house.
  3. An ancillary building that serves a house.
  4. Boarding, lodging or rooming house.
2. Responsible to conduct zoning examination in accordance with the zoning By-law for uses up to and including R3 (Residential Mixed Zone).
3. Responsible to review grading plan and site plans in accordance with, the master grading plans, subdivision, requirements, site plans and consent of severance conditions.
4. Issue status letters, notice to applicant reports, and issue permits in compliance with the OBC and applicable law.
5. Assist the Permit Application Technician in the performance for ensuring completeness to accept or refuse a building permit applications on behalf of the Chief Building Official in accordance with Section 1.3, Division C, Part 1 of the OBC, and, collect fees in accordance with the Building By-law, and applicable Regional and City Development charge By-law for building permit applications that fall under the responsibility of the Plan Examiner.
6. Coordinate joint plan examination with the fire prevention officer for the review of fire sprinkler, systems, standpipe system, fire alarm, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards, as it pertains to the responsibility of a Plan Examiner.
7. Review proposed housing site plans, rezoning applications, land severance applications, minor variances, Niagara Escarpment applications, and provide comments on behalf of the Chief Building Official.

8. Attend pre-consultation meetings with other departments for comments housing developments for: new subdivisions and severances for compliance with the Ontario Building Code.
9. Conduct a final review of documentation submitted at final inspection for housing permits to ensure compliance with the grading, zoning, subdivision agreement conditions or consent conditions and recommend to the Building Services Clerk the release of deposits and close permit files.
10. Assist the Municipal Enforcement Clerk in the interpretation and examination of Zoning By-law requirements uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws for the issuance of compliance letters.
11. Act as a witness and appear and give evidence at pre-trial proceedings such as mediation and discoveries, and appear before tribunals such as the Building Code Commission.
12. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws.
13. Assist with technical requirements and Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.

#### **POSITION REQUIREMENTS:**

- Minimum is a three (3) year college diploma from a recognized Building, Construction or Architectural program.
- Successful completion of the Ministry of Municipal Affairs and Housing examinations listed below and registration as an Inspector with the MMAH:
  1. General Legal / Process for Inspectors
  2. House
  3. Plumbing - House
  4. HVAC-House
- At least two (2) years related experience.
- Proficiency in reading and interpretation of drawings, specifications, surveys, municipal by-laws, technical documentation and applicable laws.
- Basic computer skills in Word and Excel; proficient in Land Manager/CityView.
- Strong oral and written communication skills.