

**Posting #** 2796

**Job Posting Title:** Plans Examiner

**Section:** Plans Examination

**Division:** Building Services

**Department:** Growth and Infrastructure

**Initial Reporting Location:** Tom Davies Square

**Job Status:** Limited Position

**Estimated Probable Duration:** until August 28, 2029

**Number of Vacancies:** 1

**Affiliation:** Inside Unit

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range of Pay:** Group 15 - \$41.66 to \$51.17 per hour (Rate in effect April 1, 2025)

The start date will follow the selection process.

This position is not eligible to work remotely.

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**Characteristic Duties:** Under the general supervision of the Manager of Plans Examination.

1. 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.
2. Obtain and examine Permit Application Data to ensure compliance with CGS's Zoning and other regulatory By-law requirements prior to approval of Building Permits Issuance.
3. Consult with Architects, Engineers, Contractors, and property owners regarding problems related to building plans and Permit Applications under review.
4. Examine for approval, reports of construction supervision submitted by Architects and Engineers.
5. Conduct necessary liaison with Fire Inspectors, Health Inspectors, other inspecting Officials, and departments whose interests are affected by the issuance of a permit to build, alter, renovate, or demolish a building.
6. Perform building inspections and assist Building Inspectors when required, including scheduling routine workload and training.
7. Perform inspections and structural analysis of existing buildings and recommend repairs or modifications where deemed necessary.
8. Organize workload and ensure complete entry of all documentation into the Division's computerized records management and tracking system (LMIS).
9. Maintain calculations and progress reports of plans under review.
10. Keep reference literature up-to-date on design materials and methods.
11. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
12. Perform other related duties as may be required.

**Qualifications:**

- Community College Diploma or equivalent as an Engineering or Architectural Technician or Technologist.
- Over 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.
- Understanding of building construction design methods and specifications.

- Thorough understanding of zoning and building regulations and other regulatory by-law provisions required for permit issuance.
- Demonstrate administrative ability in overseeing the activities of Building Inspectors, contractors, and developers.
- Demonstrate and proven ability related to microcomputer software and administrative systems in a Windows environment and drawing review software (i.e. Bluebeam, Digiplan).
- Demonstrate skills in dealing with the public.
- Professional membership or eligible for membership. (OACETT, OAA, MAATO)
- 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 \(Individual Contributor\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$39.81 to \$48.84 per hour (Rate in effect April 1, 2025). The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

**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](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Friday, March 28, 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](mailto:myJOBS@greatersudbury.ca)