



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Plans Examiner    **Posting Number:** 005320

**Department:** Economic & Development Services    **Branch:** Building Services

**Location:** City Hall    **Posting Start Date:** 2025/05/21    **Posting End Date:** 2025/06/11 by 4:30p.m.

**Employment Group:** CUPE 251    **Salary Grade:** 10, \$43.01 - \$47.78    **Standard Weekly Hours of Work:** 40.00    **Shift Work Required:** No

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## **Job Description**

Reporting to the Manager, Permit Services, this position reviews and authorizes the issuance of building permits for the erection, alteration, renovation, extension, installation, and repair of Part-9 (Small Buildings), Part-3 (Large buildings) as assigned and designated structures in accordance to ten programs (i.e. Architectural, Structural, Mechanical, Environmental Separation, Accessibility, Septic Sewage System, Change of Use and Renovation, Resource Conservation, Zoning/Sign, and Other Applicable Law).

## **Responsibilities:**

- Reviewing permit documentation under the 10 Examination Programs to determine authorization or denial for issuance of building permits
- Permit Administration including counter duties, application in-take, permit issuance, correspondence, municipal addressing of properties
- Complaints investigations
- Training and education of public, applicants and professionals, receiving and researching Freedom of Information Requests
- Providing support and research for Building Code Commission and Court appearances

## Requirements:

- Completion of a three (3) year Post Secondary Diploma in Civil or Architectural Technology from a community college, along with three (3) years relevant experience
- Successful completion of Ontario Building Code Parts 9, 11 and Legal courses
- Possess BCIN qualification for Small Buildings, The House, General Legal & Processes, Plumbing House, HVAC House, On-site Sewage Systems and willing to obtain qualifications for Large Buildings, Building Services, Fire Protection, Building Structural and Detection, Lighting & Power
- Certification as a Certified Building Code Official (CBCO) and/or Canadian Registered Building Official (CRBO) is considered an asset
- Heating, Refrigeration and Air Conditioning Institute Certification and complete of Fire Certificate (Sprinkler and Fire Alarm) is considered a definite asset
- Have a sound working knowledge of current building construction materials, methods and techniques, the provisions of the Ontario Building Code and various related technical standards and other Provincial and Federal Regulations dealing with building construction
- Established computer skills and experience in using relevant software applications.
- Excellent interpersonal and customer service skills
- Ability to communicate courteously, effectively and with tact, both orally and in writing
- Good organizational skills, demonstrated ability to work on own initiative and ability to work under pressure in order to meet deadlines
- Sound mathematical skills
- Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum Class "G"

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid

email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*