

# Woolwich Township Job Posting



**Date:** June 13, 2025  
**Position:** Building Official – Plans Examiner  
**Positions Available:** One (1) permanent Full Time

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Due to an upcoming vacancy, Planning and Development Services is seeking one (1) permanent full-time Building Official – Plans Examiner.

## **Purpose of position and profile:**

Reporting to the Chief Building Official, this position is responsible for the examining of drawings, plans, specifications, and design data for all types of buildings and structures.

## **Responsibilities:**

- Ensures compliance, within the Building Code Act ("the Act"), The Ontario Building Code, related municipal by-laws and other applicable laws, for residential, commercial, institutional and industrial drawings, plans, specifications, and design data
- Reviews building permit applications, including building plans, to ensure that the appropriate information is submitted for processing permit applications; calculates, and applies, applicable development charges and permit fees
- Coordinates and ensures that other required approvals related to plan examination are obtained prior to the issuance of those permits including reviewing equivalent material and alternate solutions.
- Other duties as assigned

## **Education, Skills and Qualifications:**

- Construction/Engineering Technology, Building Technology, or Architectural Technology Diploma from a recognized Community College or University
- Registered Building Official with valid Building Code Identification Number (BCIN) with the Ministry of Municipal Affairs and Housing (MMAH)
- Holds, or is in the process of obtaining, all necessary courses and examinations, as per the Ontario Ministry of Municipal Affairs and Housing, including General/Legal Process, House, Small Buildings, Large Buildings, Complex Buildings, Building Structural, HVAC House, Detection, Lighting and Power, Building Services, Plumbing House, Plumbing All Buildings and On-Site Sewage Systems
- Minimum of 3 years' experience in a Municipal Building department including plan review and field inspection experience
- Demonstrated knowledge of Ontario Building Code and Regulations
- Ability to read and comprehend construction drawings, site plans and details of building construction design principles concerning architectural, structural, mechanical, electrical
- Knowledge of local government/municipal operations, office and administrative procedures
- Proficient computer skills, including a working knowledge of MSOffice and Bluebeam Revu.

- Strong interpersonal, communication, and public relations skills to work effectively with staff, contractors, and the public with the ability to answer inquiries regarding various regulations, policies and procedures
- Commitment to enhancing safety culture
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a vehicle

This position offers a comprehensive benefit package and an annual salary range of \$71,767 to \$89,709. Normal hours of work are 35 hours per week.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Thursday, June 26, 2025. Please quote job posting 2025-37.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.