



City of Niagara Falls **POSITION VACANCY**

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

Call Number:	JR100168
Position:	Senior Plan Examiner
Type of Vacancy:	Permanent
Division:	Planning, Building and Development (Building Services)
Location:	Wayne Thomson Building (4343 Morrison St, Niagara Falls)
Union:	CUPE Local 133
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm 4-day compressed work week option available 35 hours per week
Salary/Wage Range:	\$46.80 to \$56.01 per hour inclusive of a market premium Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	August 20, 2025
Closing Date:	September 12, 2025 at 11:59 pm

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. Applications must be submitted online and will be accepted until **11:59 pm on September 12, 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 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

The following 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:

- **Senior Plan Examiner**

DIVISION / DEPARTMENT:

- Planning, Building and Development / Building Services

RESPONSIBLE TO:

- Senior Manager of Building Services

POSITION SUMMARY:

- Under the direction of the Chief Building Official to: process permit applications and issue permits for all building classifications in accordance with the Ontario Building Code (OBC) and applicable law.

RESPONSIBLE FOR:

1. Conduct plan examination, for the construction, for the renovation extension, material alteration, repair, demolition, and/or change of use for all buildings classified in accordance with:
 1. Occupancy Classifications listed in accordance with Subsection 1.3.3., applications to Part 2, 3, 5, 6, and 7 and occupancy classifications listed in accordance with Article 1.3.3.3, applications to Part 9 of Division A – Part 1 of the OBC.
 2. Designated structures listed in accordance with Subsection 1.3.3.5.
 3. Tents in accordance with Section 3.14.
 4. Signs in accordance with Section 3.15.
2. Expedite the review of select types of permits mentioned above, as part of a fast-track rotation.
3. Issue status letters, notice to applicant reports, prepare conditional permit agreements, and issue permits in compliance with the OBC and applicable law.
4. Responsible for receiving, dating, accepting or refusing, and processing into permit data management software on behalf of the Chief Building Official all Alternative Solutions applications. Conduct a review of the proposed alternative design and prepare recommendation report to the CBO.
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, ensure fees are collected 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 Senior Plan Examiner.
6. Conduct all plan examination of fire sprinkler, systems, standpipe system, fire alarm, ventilation control, and fire protection of commercial cooking operations, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards.
7. Review site plans, rezoning applications, land severance applications, minor variances, Niagara Escarpment applications, for proposed multi-residential, assembly, institutional, commercial, industrial developments for OBC compliance, and provide comments on behalf of the Chief Building Official.

8. Attend pre-consultation meetings with other departments for comments on new multi-residential, assembly, institutional, commercial, industrial developments.
9. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements for buildings that fall under Part 9 and Part 3 for all classifications, including designated structures, farm buildings, and signs that require a permit.
10. Assist the Building Services Clerk in the review of acceptable documentation to close permit for the release of performance deposit in accordance to close the permit file.
11. Appear and give evidence at pre-trial proceedings such as mediation, discoveries, and appear before tribunals such as the Building Code Commission in matters of dispute over Building Code interpretation.
12. Assist Building Inspectors with technical requirements.
13. Liaise with officials, agencies, contractors, designers, and property owners, as necessary.

POSITION REQUIREMENTS:

- Minimum is a three (3) year college diploma in Architectural or Construction Engineering Technology or related field.
- Successfully completed the Ministry of Municipal Affairs and Housing courses:
 1. General Legal/Process for Inspectors
 2. House
 3. HVAC - House
 4. House – Plumbing
 5. Small Buildings
 6. Large Buildings
 7. Complex Buildings
 8. Plumbing - All Buildings
 9. Building Services
 10. Building Structural
 11. Detection, Lighting and Power
- Successfully complete within one year, if requested, certificates in:
 1. Fire Sprinkler Design
 2. Installation of Fire Alarm Systems
 3. Fire Protection
 4. Certified Building Code Official (CBCO) from the Ontario Building Officials Association
- A minimum of five (5) years of experience in plan examination of architectural, structural, mechanical, fire protection or life safety systems compliance for multi-residential, assembly, institutional, commercial, industrial, accessory buildings, designated structures and farm buildings. A combination of municipal plan examination and private sector work experience may be a consideration.
- Experience in mechanical systems is considered an asset.
- Strong knowledge of Standards such as: NFPA 13, 13R, 14, 80, 92A, 96, ULC S524, ULC Listed assemblies, CSA, HRAI, ASHRAE, Model National Energy Code of Canada for Buildings, ability to review and interpret the output reports of EnerGuide, eQuest and MNECB software and the CSA - F280 supplemental tools.
- Proficiency in reading and interpretation of drawings, specifications and other technical documentation. Working knowledge of applicable law and Land Manager Software.
- Strong oral and written communication skills.

- Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s).

WORKING CONDITIONS:

- Standard office environment.

EQUIPMENT AND TOOLS USED:

- General office equipment and computer applications.