



Plumbing & Mechanical Plan Examiner

Four (4) permanent, full-time positions – Toronto, ON

Are you experienced in reading and interpreting plans, specifications and data sheets related to HVAC and plumbing systems? Can you deal tactfully and effectively with staff, the public and other stakeholders? If so, join the Toronto Building Division as a Plumbing & Mechanical Plan Examiner.

Reporting to the Manager Plan Review, and demonstrating your knowledge of HVAC and plumbing systems operations and installations, you will examine plans submitted for approval, for compliance with building codes pertaining to plumbing, HVAC systems, and other regulations and related By-Laws.

MAJOR RESPONSIBILITIES

Your primary responsibilities as a Plumbing & Mechanical Plan Examiner will be varied, but you'll be expected to:

- Examine, correct, sign and approve plans dealing with plumbing and HVAC systems, review associated calculations and specifications for compliance with the Ontario Building Code and related regulations, within the timeframes specified in the legislation, and ensure materials and methods of construction meet approval standards of accepted construction practices
- Prepare examiners' notices and document examination details
- Input into, and update, divisional database
- Respond verbally and in writing to enquiries from the general public, contractors, architects and engineers regarding interpretations of By-Laws, regulations and City/divisional procedures
- Liaise with applicants, owners, and other divisions, agencies and levels of government
- Calculate permit fees and applicable charges
- Approve applications for permit issuance
- Maintain records and answer queries respecting plumbing and HVAC systems
- Advise inspection staff on related permit applications
- Perform site inspections on construction problems and provide technical advice
- Appear and give evidence in Court and before the Ontario Building Code Commission on Building Code and other regulations, and on plumbing and HVAC matters
- Represent the Division at various committees and meetings
- Train and mentor staff

KEY QUALIFICATIONS:

Your application for the role of **Plumbing & Mechanical Plan Examiner** must describe your qualifications as they relate to:

1. Post-secondary diploma/certificate in a discipline pertinent to the job function such as Mechanical Technology/Technician, with electives taken related to HVAC and plumbing systems operations and installations.
2. Extensive experience in the following regulations: Ontario Building Code, ASHRAE standards, HRAI Design Manuals, NFPA Standards, the Ontario Water Resources Act and Regulations, the Health Protection and Promotion Act and its Regulations.
3. Experience reading and interpreting plans, specifications and data sheets pertaining to both HVAC and Plumbing systems.

You must also have:

- Possession of, or ability to pass the tests for, the following Ministry of Municipal Affairs and Housing BCIN qualification requirements for building officials: General Legal, Building Services, and Plumbing – All Buildings.
- Possession of, and ability to maintain, a valid Ontario Class "G" Driver's Licence and access to a

- properly insured vehicle.
- Excellent customer service skills.
 - Knowledge in the design, operation and installation of heating, ventilation, air conditioning, site services and plumbing systems.
 - Knowledge of on-site sewage systems.
 - Good oral communication skills with the ability to submit oral evidence in court.
 - Good written communication skills with the ability to prepare accurate written reports.
 - Knowledge of, and ability to apply, the Ontario Occupational Health and Safety Act and Regulations relevant to plumbing installations and building construction.
 - Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

Possession of a Provincial Plumbing Certificate, with extensive experience in the trade, would be an asset.

Wage Range: 40.65 - \$44.54 per hour

Work for the City you love

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as a Plumbing & Mechanical Plan Examiner within our Toronto Building Division.

How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2327231 X**, by **July 3, 2019**.

Equity, Diversity and Inclusion:

The City of Toronto is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at applaccommodation@toronto.ca, quoting job ID #2327231 X and the job title: Plumbing & Mechanical Plan Examiner. The City is committed to providing Code-protected accommodation throughout its hiring process. Please visit [Hiring Policies and Statements](#) for further details.