

# Job Title: Building Plans Examiner

Req ID: 24832

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 03/26/2024

**Job posting link:** <https://jobs.mississauga.ca/job-invite/24832/>

## Job Summary

Review structural/architectural design drawings and associated documents for compliance with the Ontario Building Code Act, the Ontario Building Code (OBC) and all other applicable legislation. Attend meetings and communicate with design professionals regarding building engineering design proposals.

## Duties and Responsibilities

Under the general supervision of the Supervisor, Building Plan Examination, the successful candidate will perform the following functions:

- Review building permit applications and related documents for compliance with the Ontario Building Code, other applicable laws, by-laws and standards
- Respond to enquiries from builders, architects, engineers, departmental staff, and the general public regarding interpretation of the Ontario Building Code, applicable law, bylaws and standards as they pertain to building construction
- Prepare technical records for sectional use
- Liaise as required with other sections, divisions, departments and external agencies on building-related issues
- Ensure that technical expertise remains current
- Participate in Building Code seminars and training courses as required
- Perform other related duties as may be assigned

## Skills and Qualifications

- A degree in either engineering or architecture with eligibility for membership in either PEO or OAA
- Minimum 3 to 5 years' experience in the building design or construction field. Municipal experience is an asset.
- Must be qualified or be working towards successfully completing the

“Inspector” examination program outlined in the Ontario Building Code 332/12, as amended, Division C, Part 3, Section 3.1.4.1

- Demonstrated knowledge of the Building Code Act, the Ontario Building Code, and any other applicable law as they apply to buildings in general, and more specifically, to architectural, structural and life safety systems
- Must be proficient in reading and interpreting drawings, specifications and other technical documents
- Computer literacy is required; experience reviewing electronic plans is an asset
- Must have excellent communication and customer service skills with the ability to work effectively not only in a team environment but also independently

Hourly Rate/Salary: \$ 74,817.00 - \$ 99,758.00

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: P&B/Planning & Building Dept , P&B/Building Division , Plan Examination Services

Non-Union/Union: Non Union

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A Criminal Record and Judicial Matters Check (Level 2) or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

### **Equity, Diversity and Inclusion**

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City’s commitment to [Equity, Diversity and Inclusion](#).

**Accommodations**

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.