

**Municipal Building Official III (Plans Examiner)
Temporary Full Time Approximately 12 Months**

Competition Number	#111-791	Job Code	0663
Posting Date	September 6, 2022	Closing Date	September 23, 2022
Job Status	Temporary Full-Time		

The **City of Kitchener** is a vibrant and dynamic city of approximately 240,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.

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Responsibilities:

- Performs plans examination (primary role) and building inspection functions for all types of buildings.
- Reviews drawings and specifications for code compliance.
- Receives, researches and responds to inquiries re: Ontario Building Code requirements, interpretation and application.
- Provides technical assistance to Building Division staff.
- Establishes and maintains required plan files.
- Establishes and maintains approved building permit documents for the Corporation.
- Responsible for accurate data entry and file maintenance for building permits.
- Responds to inquiries re: Ontario Building Code and referenced documents, zoning, fence, grading, by-laws, permits, etc. as requested by members of Council, other city departments and members of the public.
- Reads and Interprets the Building Code and associated documents during the plans examination and inspection process to ensure construction compliance for buildings and unique structures; assesses a network of systems including structural, electrical, plumbing, and HVAC
- Acts as provincial Offences officer under the Provincial Offences Act; Issues orders (Unsafe and Orders to Comply) and tickets.
- Responds to, investigates and resolves grading inquires.
- Assists in the enforcement of zoning by-laws and planning approvals.
- Performs other related duties as assigned.

Requirements:

- Must be a possess a 3 year degree or diploma in Architectural-Construction Engineering Technology or equivalent discipline.
- Must possess a minimum of 4 years related experience in the construction industry (structural, electrical, plumbing, engineering or HVAC experience).
- Must possess all POQ's (Proof of Qualifications) for the Municipal Building Official III position and be able to provide documentation from the Ministry of Municipal Affairs.

- Must possess General Legal Processes and Responsibilities, House, Small Buildings, HVAC - House, Building Services, Plumbing - all Buildings, Building Structural, Large Buildings and Complex Buildings.
- Must have a valid MTO class 'G' driver's license in good standing.
- Must be reliable with good attitude and employment record.
- Must have the ability to support and project values compatible with the organization.
- Must have the ability to participate as an effective team member.
- Must have the ability to work independently and efficiently with exceptional organizational skills.
- Must have a thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Must have good communications skills with a customer service focus to deal effectively with both technical and non-technical customers.
- Must have a high degree of analytical, creative and judgment abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code.

The City of Kitchener is committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.

We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at recruitment@kitchener.ca or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.

We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.

Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":

"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

Department	Development Services	Division	Building
Union Affiliation	CUPE 791	Number of Positions	1
Hours of Work	35 hours per week		
Location			
Facility	City Hall	City	Kitchener
Compensation			
Salary Range	\$79,590 - \$99,487	Grade/Band	10

