

Job Vacancy

Position:	Coordinator Plans Examination	Wage Range:	\$45.88 – \$50.71
Job Posting:	046-057-2026	Job Class:	17
Department:	PWES	Shifts:	35 hours/week
Division:	Building	Posted:	May 21, 2026
Status:	Full Time	Closes:	May 28, 2026, 4:30pm

Primary Duties and Accountabilities include, but are not limited to:

- Examine and approve plans and specifications for all commercial, industrial, institutional and large multi-family construction projects, sewer installations, plumbing installations, alterations and repairs, demolition and moving of structures to ensure compliance with Municipal and Provincial regulations such as Ontario Building Code, Building By-Law, Plumbing Code, Zoning By-Law, as well as other applicable statutes, standards and By-Laws.
- Apply the Municipality's Zoning By-Law and defines permitted uses relative to property matters.
- Issue permits and collects appropriate fees.
- Obtain comments from other cities and government agencies and implements recommendations/requirements related to the permit application.
- Attend counter, provide information and interpretation on any permits for commercial, institutional, industrial, multiple family residence, to architects, engineers, designers, city departments, property owners and general public, to advise of the regulations in effect and to assist them in achieving compliance with the Building Code related Standards and By-Laws, both in-house and on site.
- Prepare correspondence to provide necessary information and interpretations for applications.
- Design, write and update pamphlets to issue to applicants and user groups, describing permit procedures.
- Enter information pertaining to permit applications into computer, review computer printouts and make necessary corrections, as required.
- Maintain up-to-date reference standards library, monitor records, filing, respond to surveys, forecast up-coming construction activities.
- Assign and co-ordinate activities of the Plans Examiners.
- Conduct property, sewer, moving and building inspections, as required, for compliance with approved plans, the Ontario Building Code Act and Regulations and related Municipal By-Laws.
- Observe projects, note deviations from by-laws, procedures & approved plans, and issue verbal and/or written orders for corrective actions.
- Maintain inspection records of assigned projects to ensure they are complete and accurate.
- Issue tickets under the Provincial Offences Act and prepare information for court; attend and give evidence in court, when required.
- Review, approve and sign Compliance Certificates and respond to requests regarding file status, as required
- Answer questions and complaints from the public.
- Assist in staff training and qualification requirements.
- Maintain a working knowledge of the City's Health & Safety Procedures.
- Performs other related duties as assigned.

Qualifications:

College Diploma in a related field; e.g. Engineering, Architecture, etc., **OR** College Certificate / Certificate of Qualification, in a related field, e.g. Construction Techniques, Building & Construction Estimating, etc., with five years experience in a Municipal Building environment, may be considered.

- Certified Building Code Official.
- Valid Class 'G' Drivers License, with excellent driving record.
- Four (4) years in the building construction, design or municipal work environment.
- Computer literacy in a Microsoft environment; including Word, Excel and Outlook.
- Comprehensive understanding of the Ontario Building Code and Act (O.B.C.A.).
- Demonstrated ability to read and interpret building construction drawings and specifications.
- Demonstrated interpersonal and communication skills.
- Demonstrated report writing and record keeping skills.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 046-057-2026 Coordinator Plans Examination

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*