

# Job Vacancy

**Position:** Senior Plans Examiner  
**Job Posting:** 057-068-2026  
**Department:** PWES  
**Division:** Building  
**Status:** Full Time

**Wage Range:** \$41.45 – \$45.88  
**Job Class:** 14  
**Shifts:** 35 hours/week  
**Posted:** June 17, 2026  
**Closes:** June 24, 2026, 4:30pm

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

- Perform duties in accordance with the standards established by the applicable Code of Conduct under the requirement of the Ontario Building Code Act.
- Examine and approve plans and specifications for all commercial, industrial, institutional and large multifamily construction projects, site services, plumbing installations, alterations and repairs, demolition and moving of structures, to ensure compliance with municipal and provincial regulations such as the Ontario Building Code, Building By-Law, Zoning By-Law as well as other applicable law.
- Issue permits and collect appropriate fees.
- Balance cash, prepare deposits and forward to the Finance Department.
- Attend counter, provide information, interpretation and advise on the regulations in effect relating to major, intermediate and minor permits for all types of construction and renovations to prospective builders, City departments, property owners and the general public to advise of the regulations in effect.
- Liaise with Fire Department and Health Unit on matters of overlapping responsibility as stipulated in the Ontario Building Code Act and other related regulations.
- Prepare correspondence to provide necessary information and interpretation for applications to identify compliance issues.
- Request inspectors to carry out specific inspections on all applications to provide site information.
- Enter permit application information into permit tracking system and reviews same for corrective measures as required.
- Provide expert witness testimony with respect to statutory requirement under the Ontario Building Code, General Division court, as well as the local Planning Appeal Tribunal and the Ontario Building Code Commission.
- Prepare various Divisional statistical reports; including Stats Canada reports, monthly press release, etc.
- Answer questions and complaints from the public and ensure necessary follow-up action is taken.
- Attend construction sites as needed in relation with permit applications to verify compliance.
- Maintain a working knowledge of the Divisional Health and Safety policy.
- Direct and review work assignments performed by the Plans Examiner.
- Perform other related duties as assigned.

**Qualifications:**

- College Diploma in a related field, e.g. Architecture, Civil Engineering, etc.
- Possess and maintain Ministry of Municipal Affairs & Housing qualifications of Bill 124. Certified in the following or ability to acquire with designated time frame.:
  - General Legal
  - House
  - HVAC House
  - Plumbing House
  - Plumbing All Buildings
  - Building Structural
  - Building Services
  - Small Buildings
  - Large Buildings
- Five (5) years' experience in a building construction, design or municipal work environment.
- Knowledge and understanding of municipal by-laws and Ontario Building Code procedures.
- Demonstrated ability to read and interpret building construction drawings and specifications.
- Computer literacy in Microsoft including experience in Excel, Word and Outlook.
- Ability to communicate, meet and interact with people in a pleasant and professional manner.
- Proficient in report writing and record keeping, including detail and accuracy.
- Valid class 'G' driver's license.
- Certified Building Code Official, is an asset.

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

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 057-068-2026 Senior Plans Examiner

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.*