

# Job Title: PLUMBING & MECHANICAL PLAN EXAMINER

**Job ID:** 50041

**Job Category:** Audit, Compliance & Inspections

**Division & Section:** Toronto Building, Plan Review

**Work Location:** Scarborough Civic Centre, 150 Borough Drive & North York Civic Centre 5100 Yonge Street

**Job Type & Duration:** Permanent, Full-Time

**Hourly Rate and Wage Grade:** \$51.19 - \$56.07, TF0236, Wage Grade 16

**Shift Information:** 35 hours per week, Monday to Friday

**Affiliation:** L79 Full-time

**Number of Positions Open:** 2

**Posting Period:** October 23, 2024 to November 13, 2024

Reporting to the Manager Plan Review, the Plumbing and Mechanical Plan Examiner 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:

- Examines, corrects, signs and approves plans dealing with plumbing and HVAC systems, and reviews associated calculations and specifications for compliance with the Ontario Building Code and related regulations, within the timeframes specified in the legislation. Ensures materials and methods of construction meet approval standards of accepted construction practices
- Prepares examiners' notices and documents examination details
- Inputs and updates divisional data-base
- Responds verbally and in writing to enquiries from the general public, contractors, architects and engineers regarding interpretations of By-Laws, regulations and City/Divisional procedures
- Liaises with applicants, owners, other divisions, agencies and levels of government
- Calculates permit fees and applicable charges
- Approves applications for permit issuance
- Maintains records and answers queries respecting plumbing and HVAC systems
- Advises inspection staff on related permit applications
- Appears and gives evidence in Court and before the Ontario Building Code Commission on Building Code and other regulations and on plumbing and HVAC matters
- Represents the Division at various committees and meetings
- Trains and mentors staff

## **Key Qualifications:**

**Your application 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 or an equivalent combination of education and experience.
2. Considerable experience in at least one of the following Regulations: Ontario Building Code, HRAI Design Manuals, ASHRAE standards, and NFPA Standards.
3. Experience reading and interpreting plans, specifications and data sheets pertaining to both HVAC and Plumbing systems.

## **You must also have:**

- Must possess or be able to obtain the following Ministry of Municipal Affairs & Housing Ontario Building Code qualification requirements for an inspector: General Legal, Building Services, and Plumbing – All Buildings
- 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.