



Plumbing and Mechanical Specialist (Job # 2025-034-IE)

Department:	Development Services
Status:	Full Time, Permanent
Date Posted:	February 13, 2025
Date Closing:	March 6, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$86,728 - \$105,518 annually
Flexible Working Arrangement:	N/A

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Every day the Building Department strives to make a difference in the Town of Stouffville. The Town's ambitious development goals are only superseded by the team's passion and grit in being each other's biggest cheerleaders, being open minded and guiding each other through mentorship and collaboration.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Plumbing and Mechanical Specialist is responsible for reviewing submitted plans to ensure compliance with the Ontario Building Code and other relevant regulations related to HVAC systems, plumbing, site services, and on-site sewage systems. Additionally, based on divisional needs, this role will provide support to the inspection team by conducting on-site inspections as required.

Qualifications and Requirements:

- Post-secondary degree or diploma in a discipline pertinent to the job function such as Mechanical Technology/Technician, with certificates taken related to HVAC and/or plumbing systems or an equivalent combination of education and experience.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (MMAH), in accordance with the regulations for the following categories: Powers and Duties of a Chief Building Official, Building Service, Plumbing – All Buildings, and On-Site Sewage Systems.
- Qualifications in Small Buildings (which includes House), Large Buildings, and Complex Buildings, are an asset.
- Minimum of 5 years of related experience in a relevant role.
- Valid Ontario Class "G" Driver's License in good standing.
- Working knowledge of the [Ontario] Building Code Act, Ontario Building Code regulations, referenced standards and applicable laws.
- Working knowledge of OBC, Division B, Part 7 for plumbing and Part 8 for on-site sewage systems.
- Working knowledge of OBC, Division B, Section 9.32, Section 9.33, and Part 6 for HVAC.
- Working knowledge of OBC, Part 3 and Supplementary Standard SB-4 as related to fire protection and building services.



- Knowledge of good engineering practice documents, such as ASHRAE Handbooks, Standards and Guidelines, HRAI Digest, Hydronics Institute Manuals, ISO 13790-Energy performance of buildings-Calculations of Energy Use for space heating and cooling, and similar engineering reference documents.
- Knowledge of the energy efficiency requirements of the OBC including Supplementary Standard SB-10 and SB-12.
- Good knowledge of the Ontario Occupational Health and Safety Act and safety regulations relevant to building construction.
- Knowledge in Microsoft Office- Outlook, Word, Excel, and building permit-related software such as CityView.
- Excellent customer service, interpersonal, verbal, and written communication skills
- Advanced interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, residents, and other agencies.
- Effective organization skills; ability to prioritize and meet deadlines regularly.
- Ability to work independently within a team environment and the ability to adjust to constant change.
- Proven ability to read, comprehend, understand, and interpret every type of commonly submitted construction plan and document.
- High degree of accuracy, attention to detail, and record-keeping skills.
- Problem-solving skills, discretion, and good judgment when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain the security of files.
- Vehicle in good working condition and appropriate insurance for daily use, as part of employment conditions.

How to apply:

Please forward your resume in confidence by **March 6, 2025, at 4:00 p.m.**, identifying **Job # 2025-034-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.