



Plans Examiner II

Regular Full Time

Requisition ID: 4246

Salary Range: \$97,328 Annually

The City of Markham is proud to be recognized for the 5th consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2025, the City of Markham is ranked 2nd among municipalities in Canada and 12th overall for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 366,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being received for the above position in the Building Standards Department within the Development Services Commission. While all applications will be received, current members of CUPE 905 (Inside Workers) will be given first consideration. To apply, please submit your resume and cover letter online at www.markham.ca/careers by **April 8, 2025**.

Please note the salary range is based on 2023 rates.

Join us and make a lasting difference!

JOB SUMMARY

Reporting to the Supervisor, Plans Review, you will be responsible for reviewing assigned plans of buildings of all levels of complexity submitted with building permit applications and ensure that such applications fully conform to the requirements of the Ontario Building Code and all applicable acts, regulations, by-laws and policies.

KEY DUTIES AND RESPONSIBILITIES

- Accurately reviews assigned permit applications in accordance with departmental practices and service levels and ensures that permit documents within the scope of responsibility are in compliance with the Ontario Building Code, referenced standards and any applicable law
- Review the structural design of houses and small residential accessory buildings for compliance with the requirements of the Ontario Building Code and all referenced standards
- Provide verbal and written interpretation of the Ontario Building Code and referenced standards to the general public, designers, contractors, Architects and Professional Engineers
- Accurately verifies gross floor area, area of work, permit fee & construction value multipliers in accordance with the Building By-Law & other departmental standards and where applicable, Development Charges values in accordance with Development Charges Bylaws
- Where necessary, considers alternative solution proposals having reasonable regard for the intent of the building code requirement, established policy,

standard practices, professional experience and documented peer consensus and where necessary makes recommendations to Manager of Plans Review

- Provide expert witness in court proceedings where necessary
- Accompany the building inspector and conduct on-site inspections where necessary
- Aware and understand new policies, code revisions and legislation

REQUIRED SKILLS & COMPETENCIES

- Community College Diploma in Civil Engineering or Architecture
- Minimum of five years experience related to the review/inspection and/or design/construction of Part 3 and Part 9 buildings
- Candidates must meet the requirements of the Small Buildings, Complex Buildings and Building Services (or Detection, Lighting and Power) categories of qualification in accordance with the Building Code Act. Candidates not meeting the requirements of those categories may be considered subject to the terms of an approved internship program
- Proficiency in all Microsoft Office 365 applications. Knowledge in AMANDA, ProjectDox and/or eplan (electronic plan review) along with structural software is considered to be an asset
- Excellent communication skills
- Strong customer service and problem solving skills
- Knowledge of good engineering and construction practice
- Tact and diplomacy

CORE BEHAVIOURS

- **Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.
- **Change & Innovation:** Responds positively and professionally to change and helps others through change.
- **Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.
- **Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.
- **Accountable & Results Oriented:** Demonstrates ethical behaviour and accountability, aligns with City values, and abides by relevant policies and legislation.
- **Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

Please respect our scent free area by not wearing scented products when visiting the office.