



Plan Examiner (2+1 Year Contract)

Job Posting ID 25E-27

The Corporation of The City of North Bay is accepting applications for the position of Plan Examiner. This position is being offered as a **2-year contract**, with the potential for a **1-year extension**. Reporting to the Chief Building Official, the Plan Examiner is responsible for reviewing Building Plans for compliance with the Ontario Building Code/Building Code Act and completing Zoning reviews for new small residential developments. Additionally, the Plan Examiner provides daily training, supervision, mentorship, and support to the Junior Plan Examiner and Permit Intake Clerk.

Major Responsibilities will include:

1) Plan Examination & Administration:

- a. Review and approve building plans and permit applications.
- b. Maintain detailed records of plans, reviews, inspections, and related activities.
- c. Respond to inquiries from staff, property owners, and developers.
- d. Ensure building permit files comply with the Zoning Bylaw and schedule necessary inspections.
- e. Provide office coverage and front counter support and assistance when required.

2) Building Inspections:

- a. Conduct building inspections as required.
- b. Meet with developers and designers to discuss and resolve construction challenges.

3) Staff Supervision:

- a. Provide guidance and operational advice to staff on a daily basis.

Qualifications:

- 3-year Technical College Diploma – Civil Engineering/Architectural Technologist.
- Mandatory certification with the Ministry of Municipal Affairs and Housing in all Categories except Part 8, On-Site Sewage.
- Demonstrated leadership skills.
- 3 years of experience as a Building Inspector and/or Plan Examiner or a combination of both.
- Thorough knowledge of construction methods and techniques for all types of buildings including the ability to read and accurately interpret plans and specifications of any complexity and to compare them with construction in progress.
- Ability to detect hazards and violations and detail compliance with the OBC during plan review and field inspection work.

- Ability to enforce regulations with firmness, tact and impartiality in field inspection work.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with department employees, other departments, architects, engineers, contractors, builders and the general public.

Assets:

- Experience in designing buildings.
- Certified Building Code Official.
- Degree in Engineering or Architecture.

Hours of work: 8:30 a.m. to 4:30 p.m. Monday to Friday (35 hours/week) in office.

The current annual salary range for this non-union position is **\$72,652-\$90,806**. (Salary Under Review)

The City of North Bay is an **Ontario Municipal Employees Retirement System (OMERS)** Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to **submit a resume and covering letter in one PDF document via email to: staffing@northbay.ca. Please identify the Posting ID: 25E-27 in the subject line. While the position will remain posted until filled, applications will be reviewed and considered as they are received.**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process as required under the City of North Bay's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.

Just north enough to be perfect, North Bay is a diverse community that offers a blend of opportunity and easy living. Servicing a regional catchment area of 112,000 people, this progressive city of 51,553 residents is nestled between Lake Nipissing and Trout Lake and is conveniently located just three and a half hours from major Ontario centers such as Toronto and Ottawa. Join our team and create your future with the Corporation of the City of North Bay. Discover the Gateway to the North, where easy living is embraced.

An Equal Opportunity Employer