

THE CITY OF WATERLOO IS HIRING

Come work with us!



Policy Analyst – Building Standards

Competition Number: 18100

Posting Status: Internal/External Job Posting

Number of Positions: 1

Job Status: Temporary, Full Time (approximately 12 months)

Hours of Work: 35 hours / week

Primary Work Location: Waterloo City Centre

Salary Range: \$35.12- \$43.90 (Band: I)

Employment Group: Staff Association

Posting Release Date: July 3, 2025

Posting Closing Date: July 13, 2025

Why work with us:

The City of Waterloo is a rewarding place to work. Each day, you will support and/or participate in the delivery of services that impact residents of this city, making it a great place to live, work and play for everyone.

Home to two world-class universities, a top-ranked college, a tech ecosystem, entrepreneurs and small businesses, there is a readiness to do things differently in Waterloo. Our vision is to be a leader in sustainability and to build a future-ready community for all. We are committed to workplace wellbeing and providing an inclusive, safe and enjoyable work environment.

For more information about the City of Waterloo's **Strategic Plan, Vision, Values & Guiding Principles**, please click here: [City of Waterloo 2023-2026 Strategic Plan](#).

What we offer:

- Supportive and caring organization that promotes respect, inclusivity, health, safety and wellness;
- Dedication to the organization's commitment for Reconciliation, Equity, Accessibility, Diversity and Inclusion through ongoing training and access to related programs and workshops, opportunities to connect with others around topics of social justice and equity, and opportunities to be involved with the initiatives that guide this corporate journey;
- Certification as a Living Wage Champion;
- Defined Benefit Pension Plan (OMERS) eligibility for all employees;
- Flexible work schedules, paid vacation and personal days, and the opportunity to bank overtime*;
- Substantial internal and external training and development opportunities;
- Opportunities to get involved and give back to the community;
- Employee-wide events, activities, site visits, BBQs, etc.;
- Complimentary FitPass for City of Waterloo employees and family members for leisure, swim, and fitness drop-in programs; and,
- So much more!

What you will do:

Reporting to the Chief Building Official and Director of Building Standards, your primary responsibilities will include, but are not limited to, the following:

- Assist the Chief Building Official in the development and maintenance of operational policies and procedures for the enforcement of the Building Code Act and the building code
- Research, analyze, and develop operational policies and procedures under the guidance of the Chief Building Official and in collaboration with the Building Standards management team and MBO II – Technical Specialist
- Update and maintain current Building Standards - Standard Operating Procedure manual
- Ensure policies meet legal test of “standard of care” and comply with industry standards
- Work with various internal and external stakeholders where appropriate, to develop and implement policies and procedures
- Develop training materials and educate staff and where necessary, the public, on new policies and procedures
- Monitor and analyze emerging industry trends and changes to Provincial legislation impacting municipal building department practices
- Where possible, track the effectiveness of implemented policies and make necessary adjustments to ensure ongoing compliance and efficiency
- Liaise with other departments, divisions and committees to coordinate work and to obtain information
- Provide administrative support to the Chief Building Official and Managers
- Administrative duties as assigned

What you will bring:

- A post-secondary diploma in construction or public administration, paralegal studies or equivalent with a minimum two (2) years related experience. An equivalent combination of education and experience may be considered
- Must have ability to interpret Codes, By-laws, construction drawings and other regulations and standards
- Must have experience with policy development and implementation
- Must have an understanding of the Building Code Act, Ontario Building Code, Municipal By-laws, Occupational Health & Safety Act and other relevant regulations
- Must have construction industry experience and knowledge of construction terminology, practices, procedures, and regulations
- Building Code Identification Number (BCIN) qualification in general legal would be considered an asset
- Excellent written and verbal communication skills
- Ability to analyze, identify problems, and develop solutions with strong attention to detail
- Demonstrated ability to work effectively in a team environment as well as perform tasks independently
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); previous experience with Open Text would be considered an asset
- Ability to interact with the public, elected officials, and other parties in a positive, professional and confidential manner
- Demonstrated tact, good judgement and confidentiality as appropriate to the circumstances
- Experience in project management and/or facilitation is considered an asset
- Strong commitment to delivering quality customer service
- A passion for promoting and maintaining a healthy and safe workplace and the ability to work respectfully and effectively in a team environment
- Demonstrated commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion

What we will require:

- A Police Criminal Record and Judicial Matters Check satisfactory to the City
- Proof of your current and valid certificate(s), licenses and/or educational qualifications, if applicable

Be You @ Waterloo (Our Commitment to Diversity, Equity, Inclusion and Belonging):

The City of Waterloo acknowledges that our work takes place on the land traditionally cared for by the Haudenosaunee, Anishnaabe and Chonnonton Peoples, and is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. The City is dedicated to advancing the organization's commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion and to reducing barriers to employment opportunities. Applications from members of historically underrepresented groups, including Black, Indigenous, racialized communities, women, persons with disabilities and members of 2SLGBTQIA+ are encouraged for positions at all levels within the organization. Candidates from historically underrepresented groups are encouraged to self-identify in their application.

Accommodations are available throughout all stages of the recruitment process in accordance with the Human Rights Code and other applicable legislation. We encourage applicants to access support(s) that may be needed. To request accommodation during the application process, please email recruitment@waterloo.ca, quoting the position and competition number. Applicants advancing to the next stages of the recruitment process will be provided with additional opportunities to make their needs known.

Staff Association:

Qualified and eligible City of Waterloo Staff Association applicants will be considered first for this posting.

Application Process:

Candidates are invited to visit www.waterloo.ca/careers to learn more about City of Waterloo Careers, our recruitment process, and to apply online.