

Municipal Building Official

Job Status:	Permanent Full-Time
Pay & Grade:	\$65,784 to \$82,229 Annually Grade: 7 (MBO I)
Pay & Grade:	\$83,997 to \$104,997 Annually Grade: 9 (MBO II)
Hours of Work:	35 Hours per week
Initial location:	Kitchener City Hall
Posting period:	September 2, 2025 to September 16, 2025 (at 6:00pm)

Overview

Performs plans examinations to ensure compliance with the Building Code Act, the Building Code and all other applicable laws, resolutions and policies for Part 9 buildings (up to two residential dwelling units). Administers standards for architectural, structural, plumbing, electrical, mechanical, on-site sewage systems, and grading disciplines as described in the Building Code.

Responsibilities

- Ability to perform plan examination, receive complete permit applications, issue building permits and answer general inquiries.
- Review drawings and specifications for code compliance.
- Receive, research and respond to inquiries re: Ontario Building Code requirements, interpretation and application.
- Provide technical assistance to Building Division staff.
- Develop and maintain the required plan files.
- Establish and maintain approved building permit documents for Corporation.
- Respond to inquiries re: Ontario Building Code and referenced documents, zoning, fence, grading, by-laws, permits, etc. as requested by Members of Council, other city departments and members of the public.
- Assist in the enforcement of zoning by-laws and planning approvals.
- Responsible for accurate data entry and file maintenance for building permits.
- Verification of structural drawings for small buildings.
- Performs other related duties as assigned.

Requirements

- 3-year Degree or Diploma in Architectural-Construction Engineering Technology or another related field.
- Minimum of 1-year related experience in the construction industry.
- Possess Proof of Qualifications for the Municipal Building Official I position and be able to provide documentation from the Ministry of Municipal Affairs and Housing: General Legal/ Process, House, HVAC – House or Candidates who have Legal/Process will be considered if successful enrollment into the OBOA internship program upon hire and within 6 months of employment must attain House and HVAC – House
- Valid MTO class 'G' driver's license in good standing and the use of a personal vehicle.
- Ability to participate as an effective team member.
- Ability to work independently and efficiently with exceptional organizational skills.
- Thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.

- Good communications skills with customer service focus on dealing effectively with both technical and non-technical customers.
- High degree of analytical, creative and judgement abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code.
- Ability to support and project values compatible with the organization.
- Reliable with a good attitude and employment record.

Compensation will be determined based on experience and qualifications. MBO II may be considered if you possess the following:

- Must have a minimum of 2 years related experience in the construction industry.
- Must possess all POQ's (Proof of Qualifications) for the Municipal Building Official II position and be able to provide documentation from the Ministry of Municipal Affairs: General Legal Processes and Responsibilities, House, Small Buildings, HVAC - House, Building Services, Plumbing - House, Plumbing - All Buildings, On-site Sewage Systems, and Building Structural

Department/Division: Development Services, Building
Group: CUPE 791
Competition Number: 2024-446
Job Code: 0661
Number of positions: 1

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