
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting Permanent Full-time Unionized opportunity in the **Building Standards Department** for an experienced and motivated individual.*

Zoning Plans Examiner I

(FILE #J0125-1127)

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Reporting to the Supervisor of Zoning Services the Zoning Plans Examiner I is responsible for examining plans and other documentation submitted for building and engineering permits, and zoning approvals to ensure compliance with zoning by-laws, related regulations and applicable laws. Responsible for the delivery of the Zoning Services Section's front line customer service with respect to front-counter (in-person), email and telephone inquiries. Provides technical assistance/expertise and Zoning By-law interpretations for responses to inquiries from the public, internal and external departments or agencies, key stakeholders, business and legal professionals, and the development community, etc. and liaises where appropriate. Researches property records, coordinates clearances and prepares written responses for zoning compliance for various applications, including, compliance letters, driveway widening and curb cut/culvert applications, short term rental applications, and municipal and provincial license clearance requests. Provides interpretation and information on zoning by-laws and the status of building permits and other zoning approvals. Responsible for maintaining and updating property and departmental records.

Qualifications and Experience

- Three (3) Year Community College Diploma in Architectural Technology, Urban Planning Technology, Civil Engineering Technology or suitable equivalent.
- Successful completion of the following provincially mandated examination programs administered and authorized by the Ministry of Municipal Affairs and Housing relating to the Building Code Act and Building Code:
 - o General Legal Process
 - o Powers and Duties of CBO
- Qualifications to the requirements of the Building Code Act - Building Code Identification Number (BCIN) registered with the Ministry of Municipal Affairs and Housing.
- Minimum of three (3) years related experience, including one (1) year related Zoning experience.
- Working knowledge of applicable legislation, zoning by-laws, municipal by-laws and processes, planning principals, legal procedures, and applicable laws, statutes and regulations.
- Ability to read and interpret property surveys and reference plans, architectural drawings, site plan drawings and associated documents.
- Proficient keyboarding, records management skills, and a thorough working knowledge of building permit management databases (such as AMANDA), various information systems (such as GIS) and proficiency and application in utilizing computer equipment and related software applications i.e. Word, Excel etc.

- Ability to read and interpret legally binding agreements, including Subdivision Agreements, Site Plans, Agreements, and Condominium Agreements.
- Demonstrated analytical, problem solving, organizational skills to meet deadlines and work under pressure.
- Demonstrated interpersonal and communication skills (oral and written) with the ability and confidence to deal effectively, objectively and courteously with all levels within the Corporation, business owners, professionals and the public.
- Ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment.
- Ability to work outside regular business hours as required, and in accordance with the Collective Agreement.
- Holds a valid class “G” Ontario driver’s license in good standing and has access to a reliable vehicle for corporate use and is able to travel safely and efficiently to off site business meetings as required.
- Knowledge of and demonstrated ability in the City’s core competencies as well as relevant departmental functional competencies.
- Completion of additional Ministry of Municipal Affairs and Housing courses.
- Membership with the Ontario Building Officials Association (OBOA).

If you are an energetic person who is interested in bringing your knowledge and passion for the City of Vaughan, **please apply on or before Friday, October 24, 2025** at: [City of Vaughan - Zoning Plans Examiner I](#)

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.