

Plans Examiner (Contract/Job Rotation up to 18 months)

Building Department

Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

Job Requisition Number

JR0000000736

Employee Group

Non-Union

Employment Status

Contract/Job Rotation

Hours of Work

35 hours per week

Contract Length

Up to 18 months

Department

Building

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall, 426 Brant Street, Burlington, Ontario. Work location is subject to change at the discretion of the City due to operational demands. Effective 2026 this role will be required to be on site 50% of the time each month.

Position Overview

This position is responsible for key functions related to building permit applications and issuance of building permits. This includes providing Building Code assistance to the public and builders, reviewing residential project applications, calculating/collecting fees, and responding to general enquiries.

Responsibilities

- This position is responsible to:
- Review all building permit applications to ensure that the documentation is complete and accurate in accordance with the Ontario Building Code.

We thank all applicants and advise that only those to be interviewed will be contacted.

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- Ensure that building permit applications are consistent with the approved zoning & site plan documents and follow up with the applicant, zoning & planning staff where there are discrepancies.
- Provide a technical review of permit applications for small additions, residential repeats, minor tenant improvements, decks, sheds, etc., in accordance with the Ontario Building Code.
- Calculate and collect building permit fees. Collect fees for other monetary requirements, including park dedications, development charges, etc.
- Provide Building Code interpretations and technical advice to clients and members of the public.
- Assist Senior Plans Examiners during peak periods, and during absences through application setup on medium/large-scale projects.
- Assist supervisor with research &/or special projects (corporate or departmental).

Requirements

You have a community college diploma in Architecture/Engineering Technology or equivalent. This is coupled with a minimum of one year of direct experience. Municipal experience is an asset. Holding the provincial qualifications as set out in the OBC (Div. C, 3.1.4.) for Legal/Process and House is required. Certification or eligible for certification with OACETT, AATO or OBOA is an asset.

Ideally you have hands-on experience processing building permit applications and writing reports. Proficiency with Microsoft Office is required, and a comprehensive understanding of AMANDA (property information system) is an asset. Working in a fast-paced environment with tight deadlines, your exemplary customer service, communication and organizational skills will serve you well.

Salary/Hourly Range

\$83,718 to \$104,649 (Grade H)

Posting Close Date

November 10, 2025

How to Apply

External Applicants: please visit www.burlington.ca/careers. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Internal Applicants: current employees must apply for positions through the Jobs Hub application on your City Workday account.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

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