

## Plumbing & Mechanical Plan Examiner

**Job ID:** 60296

**Job Category:** Audit, Compliance & Inspections

**Division & Section:** Toronto Building, Plan Review

**Work Location:** Etobicoke Civic Centre, 399 The West Mall

**Job Type & Duration:** Full-time, Permanent

**Hourly Rate and Wage Grade:** \$53.21 - \$58.28, TF0236, wage grade 16.

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** L79 Full-time

**Number of Positions Open:** 1

**Posting Period:** 09-Dec-2025 to 31-Dec-2025

Reporting to the Manager Plan Review, the Plumbing and Mechanical Plan Examiner will examine plans submitted for approval for compliance with building codes pertaining to plumbing, HVAC systems, and other regulations and related By-Laws.

### Major Responsibilities:

- Examines, corrects, signs and approves plans dealing with plumbing and HVAC systems, and reviews associated calculations and specifications for compliance with the Ontario Building Code and related regulations, within the timeframes specified in the legislation. Ensures materials and methods of construction meet approval standards of accepted construction practices.
- Prepares examiners' notices and documents examination details.
- Inputs and updates the divisional data-base.
- Responds verbally and in writing to enquiries from the general public, contractors, architects and engineers regarding interpretations of By-Laws, regulations and City/Divisional procedures.
- Liaises with applicants, owners, other divisions, agencies and levels of government.
- Calculates permit fees and applicable charges.
- Approves applications for permit issuance.
- Maintains records and answers queries respecting plumbing and HVAC systems.
- Advises inspection staff on related permit applications.
- Appears and gives evidence in Court and before the Ontario Building Code Commission on Building Code and other regulations and on plumbing and HVAC matters.
- Represents the Division at various committees and meetings.
- Trains and mentors staff.

### Key Qualifications:

**Your application must describe your qualifications as they relate to:**

1. Post-secondary diploma/certificate in a discipline pertinent to the job function such as Mechanical Technology/Technician, with electives taken related to HVAC and plumbing systems or an equivalent combination of education and experience.
2. Considerable experience in at least one of the following Regulations: Ontario Building Code, HRAI Design Manuals, ASHRAE standards, and NFPA Standards.
3. Experience reading and interpreting plans, specifications and data sheets pertaining to both HVAC and Plumbing systems.

**You must also have:**

- Must possess or be able to obtain the following Ministry of Municipal Affairs & Housing Ontario Building Code qualification requirements for an inspector: Powers and Duties of a Chief Building Official (Legal), Building Services, and Plumbing – All Buildings
- Excellent customer service skills
- Knowledge in the design, operation and installation of heating, ventilation, air conditioning, site services and plumbing systems.
- Knowledge of on-site sewage systems.
- Good oral communication skills with the ability to submit oral evidence in court.
- Good written communication skills with the ability to prepare accurate written reports.
- Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to plumbing installations and building construction.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

Possession of a Provincial Plumbing Certificate with extensive experience in the trade would be an asset.

**NOTE TO INTERNAL FULL-TIME AND PART-TIME CITY OF TORONTO EMPLOYEES:**

City of Toronto employees must apply to full-time or part-time employment opportunities posted on the City's **Internal** Job Posting Portal.

**How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume through the job portal, quoting **Job ID 60296**, by **Wednesday, December 31, 2025**.

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**Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

**Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for

Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the \*\*application process\*\* is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process](#).