



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3810-003

CALL NO. 25- 4409(CUPE 1329)

**Job Designation:** Architectural Plans Examiner

**Department:** Building Services Department

**Job Details:** Permanent Full-time

**Salary:** \$91,431 - \$111,496

**Pay Grade:** 12

**Closing Date:** Applications for this position must be received at [oakville.ca](http://oakville.ca) no later than 11:59pm on **January 8, 2026**.

This job posting is for an existing vacancy and therefore will be filled accordingly.

### **Job Responsibilities:**

Reporting to the Supervisor – Application and Code Review, the Architectural Plans Examiner will:

- Conduct comprehensive reviews of the architectural and structural components of all Ontario Building Code Part 3 and Part 9 buildings and structures to ensure conformance with applicable requirements of the Ontario Building Code, related standards, codes and all other applicable law, initiating and following up as appropriate to expeditiously finalize the review in a coordinated and professional manner.
- Advise architects, engineers, designers, owners and others as appropriate to enable them to understand the nature of any non-conformity and to permit them to rectify contraventions and omissions. Where appropriate, suggest code compliance options for client consideration and ensure that any changes to the permit application documents are authorized by the owner and appropriate professional, with suitable backup documentation.
- Answer enquiries, investigate and respond to complainants, and undertakes functional related duties as assigned or as necessary to achieve efficient and effective job performance, including acting as a mentor to more junior staff in learning and skill development.
- Maintain accurate records of examinations, project status and communications.
- Have regard for the needs and requirements of the department and clients with respect to construction time frames, building code knowledge and resources in order to process permit applications to satisfy client needs and meet provincially mandated issuance time periods.
- Make timely, practical and appropriate decisions in the office and onsite, based on function related law, code knowledge, expertise, good construction practice, design theory and the particulars of the situation.
- May be required to give evidence before the courts and the Ontario Building Code Commission as a reliable and authoritative witness.
- Conducts occasional site visits as required.
- Performs other duties as assigned.

### **Qualifications/Skills:**

- Successful completion of a post-secondary 3 year diploma or degree in Architecture or related field combined with a minimum of 5 years relevant related experience. An equivalent combination of education and experience may be considered.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies

The Town of Oakville is an Equal Opportunity Employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6J 5A6.

- Proficient knowledge of the Ontario Building Code and other applicable laws and standards.
- Applicant must have the following mandatory Provincial qualifications: General or CBO Legal, House, Small Buildings, Large Buildings, Complex Buildings and Building Structural.
- Excellent organizational, interpersonal, computer, verbal and written communication skills are required.
- The successful applicant will be required to provide his/her own vehicle for occasional site visits.

**DATED: December 18, 2025**

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components of the recruitment process is 75%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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