

Building Technician

City of St. Catharines, Planning and Building Services
CUPE Local 157

SUMMARY OF DUTIES:

Receive and review plans, specifications and other related documents at the counter and take applications for permits. Examine plans and specifications for “Fast Track” applications to ensure compliance with the Ontario Building Code and Regulations and relevant Municipal By-laws for the purpose of permit issuance.

DUTIES AND RESPONSIBILITIES:

These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.

- Receive and review plans, specifications and other related documents at the counter and take applications for permits to ensure that they are complete.
- Examine plans and specifications for construction of “Fast Track” applications (sheds, pools, garages, minor renovations) to ensure compliance with the Ontario Building Code and Regulations and relevant Municipal By-laws for the purpose of permit issuance. Make recommendations on unique plans and permit requests as required.
- Ensure compliance with other applicable authorities such as Alcohol and Gaming Commission, Ministry of Transportation of Ontario, Niagara Peninsula Conservation Authority, Niagara Escarpment Commission, Ministry of the Environment, etc.
- Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.
- Answer inquiries from the public and explain building regulations and provide guidance respecting the construction of all classifications of buildings (residential, industrial and commercial).
- Ensure correct fees are collected in full prior to issuance of permit.
- Perform other similar and related duties, as required.

POSITION REQUIREMENTS:

- Three-year College diploma in civil, construction engineering, or architectural technology or equivalent in education and experience.
- One (1) year experience in building construction or related field.
- Willing to complete the required OBOA training courses to receive the designation of Certified Building Code Official.
- Eligible for membership in the Ontario Association of Certified Engineering Technologists and Technicians or the Association of Architectural Technologists of Ontario.
- Knowledge of the Ontario Building Code Act and Regulations regarding all types of construction. Able to read and comprehend detailed construction drawings and site plans.
- Possess a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction.
- Well-developed verbal and written communication skills. Good ability to work effectively with contractors and consultants. Above average customer service skills to handle public requests and inquiries.
- Computer competency, including use of AMANDA software.

Job Details:

Job ID:	2026-09
Pay Rate:	\$67,194 to \$75,494
Hours:	35 per week
Schedule:	Monday to Friday, 8:30 AM to 4:30 PM
Location:	St. Catharines, ON
Work Mode:	Hybrid (less than 50% remote)
Employee Group:	CUPE Local 157
Position Type	Permanent, Full-time
Duration:	Permanent
Posting Close Date:	January 25, 2026

Applications will be accepted online at www.stcatharines.ca/jobs. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.