

Plans Examiner II

Service Area:	Infrastructure, Development and Environment Services
Department:	Planning and Building Services
Division:	Building Services
Work Location:	City Hall, 1 Carden Street
Work Mode:	In Person
Job Type and Duration:	Permanent, Full Time Vacancy
Number of Open Positions:	1
Salary Range:	\$42.19 - \$52.66 per hour
Affiliation:	CUPE Local 973
Posting Period:	January 12, 2026 to January 26, 2026 11:59 p.m.

Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the position of Plans Examiner II with the Building Services Division. Reporting to the Program Manager of Permit Services, the successful candidate will

focus on quality customer service and continuous improvement. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

Key duties and responsibilities

- Accept and process all types of building permit applications.
- Assist customers by phone, email, virtually and in person.
- Review all types of building plans and associated documentation for compliance with the Ontario Building Code and all other applicable regulations and by-laws.
- Establish and maintain good relations with the public, professionals and City personnel.
- Provide support for Inspection Services by performing occasional on-site inspections.
- Perform other related duties as assigned.

Qualifications and requirements

- Experience related to the duties listed above normally acquired through a 3-year diploma in Architectural or Construction Engineering Technology or closely related field and five years of experience in building construction or working within a related municipal building services role. Candidates with an equivalent combination of education and experience may be considered.
- Qualified with the Ministry of Municipal Affairs and Housing in the following categories: General Legal, House, Small Buildings, Large Buildings, Plumbing House, Plumbing All Buildings, HVAC House, Detection, Lighting and Power and Building Services. Candidates who do not have all of these required qualifications may be considered.
- Qualifications in Complex Buildings and Building Structural would also be required. Candidates who do not currently possess these two qualifications would be required to obtain within a specified timeframe.
- Accredited (or in the process) with the Ontario Building Officials Association as a Certified Building Code Official.
- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirement.
- Ability to interpret codes, by-laws and working (construction) drawings, with a strong understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws.
- Intermediate computer skills with Microsoft Office. (Outlook, Word and Excel).
- Excellent customer service skills and have a sincere focus on quality customer service.
- Excellent written and verbal communications skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Excellent organizational skills with the ability to manage multiple tasks in a demanding environment.
- Excellent interpersonal skills with the ability to work in a team environment.
- Able to work both effectively and diligently while working remotely.
- Knowledge of the Occupational Health & Safety Act.
- Experience with AMANDA software would be an asset.

- Understanding of a municipal environment would be an asset.
- A satisfactory Police Record Check would be required at time of offer

Hours of work

Thirty-five (35) hours per week from the Sunday of the third full week of November to the Saturday of the first full week of April. Forty (40) hours per week from the Sunday of the second full week of April to the Saturday of the second full week of November.

How to apply

Qualified applicants are invited to apply using our **online** application system by **January 26, 2026**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the “Apply for this job” button. Instructions will follow.

Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.