
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Full Time Unionized opportunity in the Building Standards Department for an experienced and motivated individual.

Plans Examiner I (Buildings)
(FILE #J0126-0517)

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Responsible for reviewing and analyzing building design drawings, specifications, calculations, and related reports to ensure compliance with the Building Code Act, the Building Code (as amended), applicable regulations, and relevant laws for the purpose of issuing building permits. This role includes evaluating the energy efficiency of building designs and verifying that all submitted forms, energy modeling reports, and calculations meet Building Code requirements. Provides technical expertise and code interpretations to the public, developers, builders, and design professionals, while liaising with departmental staff, internal teams, and external government or private sector agencies as required. Conducts architectural and structural design reviews, confirms project scope and area for building permit applications, and responds promptly to inquiries. Prepare reports as needed, including those related to alternative solution proposals.

Qualifications and experience:

- University Degree in Architecture, Building Science, Structural or Civil Engineering, or an equivalent discipline.
- Minimum of three (3) years of related experience in design, engineering, and construction within a municipal or building/construction environment.
- Successful completion of the provincially mandated examination program administered by the Ministry of Municipal Affairs and Housing, covering the following Building Code qualification categories:
 - General Legal/Process
 - House
 - Small Buildings
 - Large Buildings
 - Complex Buildings
 - Building Structural
 - Fire Protection
- Eligibility for, or attainment of, the Certified Building Code Official (CBCO) designation, and ability to maintain certification.
- Eligibility for or full membership in one of the following professional associations: Ontario Association of Architects (OAA), Professional Engineers Ontario (PEO), Association of Architectural Technologists of Ontario (AATO), Certified Engineering Technologist (CET), Applied Science Technologist (AScT)
- Thorough knowledge of relevant legislation and regulations, including but not limited to: Building Code Act and Building Code (as amended), Applicable Laws, National Building Code, Model National Energy Code of Canada for Buildings, Ontario Fire Code, National Fire Codes (NFPA Codes, Standards, Recommended Practices, and Guides)
- Ability to interpret building design drawings, specifications, and municipal planning processes.
- Proficiency in reviewing and interpreting output reports from EnerGuide, eQuest, and MNECB software and related tools.
- Basic knowledge of mechanical, plumbing, electrical installations, and lot grading.
- Strong records management skills and proficiency with database management systems, word processing, and spreadsheet applications.
- Completion of additional technical courses offered by the Ministry of Municipal Affairs.

- Excellent analytical, report writing, verbal communication, and interpersonal skills, with strong time management abilities. Capable of working independently or collaboratively in a team environment.
- Solid understanding of Health and Safety regulations.
- Valid Class “G” Driver’s License with access to a reliable vehicle for corporate business or ability to travel safely and efficiently as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion for the City of Vaughan, please apply on or before Monday February 9th, 2026 at: [City of Vaughan - Plans Examiner I \(Buildings\)](#)

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.