



Senior Plans Examiner/Building Inspector

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

About the Role:

It is the City's expectation that responsibilities of this position will be primarily inside duties.

Primary duties will be to ensure public safety through the examination of plans and specifications with a focus on Part 3 buildings, as well as the capability to inspect when required at specific stages for the construction, alteration, renovation and demolition of all classifications of building to enforce compliance with the Ontario Building Code and Regulations and relevant Municipal By-laws for the purpose of permit issuance and inspection. Secondary focus includes providing guidance in the enforcement of building regulations and relevant municipal by-laws, investigate violations or perceived violations and issue orders where necessary. Collect and document evidence regarding compliance with the BCA and OBC and other municipal by-laws for permit issuance and inspection, as well as for the resolution of violations.

What You'll be Doing:

- Examine plans and specifications for building safety and energy efficiency in all classifications of buildings (i.e. residential, commercial, industrial, etc.) with a focus on large and complex buildings to ensure compliance with the Building Code (to ensure the buildings are structurally sound, safe to occupy and environmentally healthy), Municipal By-laws (Sewer use, water use, building code, business licencing, liquor licencing, land use, signs, storm water drainage, etc) and Regional By-laws including the Regional Development Charges by-law, and MOECC regulations.
- Issue permits as delegated by CBO for building, demolition, change of use, signs, and occupancy permits and recommend occupancy levels for Liquor Licences for the Alcohol and Gaming Commission of Ontario (AGCO).
- Understand and discuss complicated issues with owners and tenants, contractors, and designers and have the ability to coordinate reviews from other disciplines such as fire, plumbing and HVAC to meet legislated timelines.
- Inspect the construction, alteration, renovation and demolition of buildings in all classifications of buildings at specific stages, with a focus on large and complex buildings, to enforce compliance with the Ontario Building Code and Regulations (to

ensure public life safety, and that the building installation will be sound and environmentally healthy) and relevant Municipal By-laws and Regional By-laws, including Regional Development Charges by law, and MOECC regulations. As outlined above, while it is expected that the responsibilities will be primarily inside duties, the City reserves the right to assign duties as noted in the position description as the demand for services dictates.

- Initiate enforcement of Building Regulations and relevant Municipal By-laws, address safety related concerns identified during inspections, gather evidence and issue notices and/or orders respecting contraventions of the Building Code, Municipal By-laws, etc., and prepare prosecutions to swear information before a Justice of the Peace if compliance is not met.
- Respond to and rectify a variety of immediate response situations (i.e. Investigate building fires, cars through buildings, marijuana grow operations and other Building Code safety complaints).
- Provide functional and technical advice on potential building code concerns, such as limiting distance concerns, exits, and accessibility, as well as applicable law approvals that may be necessary.
- Provide functional and technical guidance to Building and Administrative Staff, as well as assist the Chief Building Official, Manager of Plans Examination and Manager of Inspections in providing technical and functional guidance to Building Inspectors.
- Answer inquiries and explain building regulations and provide guidance to applicant, owner, contractor and designer on potential delays due to necessary applicable law requirements necessary to obtain a permit such as site plan approval, NPCA, MOECC, or MTO and assist where possible to streamline approvals.
- Analyze unique situations and recommend methods of compliance with the Building Code and Regulations and Municipal By-laws.
- Liaison with all officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners as necessary.

What's Required:

- A graduate of a three-year community college program in civil, construction engineering, architectural technology, or related discipline.
- Achievement of a C.E.T. designation as granted by the Ontario Association of Certified Engineering Technologists and Technicians or the designation of M.A.A.T.O. as granted by the Association of Architectural Technologists of Ontario.
- Qualifications as a Building Inspector as required by the Building Code Act and Regulations in the following categories: General Legal, House, Small Buildings, Large Buildings, Complex Buildings, Building Structural and Plumbing All Buildings and Fire Protection and Detection, Lighting and Power or Building Services.
- A Certified Building Code Official as granted by the Ontario Building Officials Association.
- Five years practical field and office experience with all types of building construction.
- Ability to read and comprehend architectural drawings and site plans.
- Basic knowledge of mechanical/electrical systems/structural and site servicing drawings.
- Exceptional customer service and communication skills.
- Ability to work independently with a minimum of supervision.

- Working knowledge of micro-computer systems, including access to and use of Amanda, Bluebeam, Adobe Acrobat, mobile applications, MS Office and Ontario Building Code Information.
- Valid Ontario Driver's licence, Class "G", with a clean driving record.

Job Details:

Job ID: 2026-87

Pay Rate: \$95,550 to \$107,344

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

Application Deadline: Until filled

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.