

At the City of St. Catharines, you'll find more than just a job — you'll find a place that fits.

Here, your work means something — where you can see the impact, feel the pride, and know you're a part of something bigger. You'll be trusted to do your job, backed by people who care, and part of a team that shows up for each other. There's flexibility when it counts, and a real understanding that life doesn't stop when the workday starts. With pay you can count on, great benefits, and a pension that helps you plan ahead — you've got more than a job. You've got the space to grow, the balance you need, and a place that gets it.

It feels different — because it is.

It's a place that works for you.

About the Role:

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.

What You'll be Doing:

- 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.

What's Required:

- 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: 2026-122

Pay Rate: \$67,194 to \$75,494

Hours: 35 per week

Schedule: 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: Temporary, Full-time

Duration: Contract ending October 2027

Vacancy Status: This posting is for an existing vacancy

Application Deadline: May 12, 2026

Jobs with an application deadline will close at 11:59 PM on that date. Jobs listed as 'open until filled' may close at any time.

Other Requirements:

Other Position Requirements include: Class G Driver's Licence

Candidates selected for the position will be required to complete the Ministry of Labour's Worker Health and Safety Awareness training and provide proof of the educational credentials listed on their resume and job application.

What's In It for You:

Curious what it's like to work for the City of St. Catharines? Watch the video and [Hear from Our Team.](#)

Here's what you can expect when you join us:

- **Great People:** Be part of a team that supports you, celebrates your wins, and helps you succeed.
- **Make Your Mark:** Bring your ideas, drive meaningful change, and leave a lasting impact on our community.
- **Learn & Grow:** Access training and development funds to take your skills to the next level.
- **Competitive Pay:** Competitive pay from a certified Ontario Living Wage Employer.
- **Secure Future:** Join the OMERS pension plan with employer-matched contributions.
- **Balance & Benefits:** Flexible hybrid work options plus health, dental, and vision benefits for eligible positions.

Additional Information:

Equal Opportunity Employer

The City of St. Catharines is committed to fostering an inclusive, accessible, and respectful work environment. We celebrate the uniqueness of every individual. Our community is enriched by people from diverse backgrounds and lived experiences—a value reflected in our 2023–2027 Strategic Plan.

Don't Meet Every Requirement?

We encourage individuals from all backgrounds, experiences, and education levels to apply. While specific qualifications may be required for certain roles, we assess each applicant's overall suitability. Please note that unionized roles are subject to collective agreement requirements.

Accommodation

We are an equal opportunity employer and provide accommodations throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage, please contact Human Resources at hrreps@stcatharines.ca.

Application Process

To ensure transparency and fairness, all applications must be submitted online through our application portal. Please keep your contact information up to date and regularly check your spam and junk email folders, as important communications may be directed there.

Interviews and Assessments

Depending on the role, interviews may be conducted via video conferencing or in person. Various tests and/or assessments may be administered as part of the selection process.

Use of AI

The City of St. Catharines does not use artificial intelligence (AI) technology in any part of the recruitment process.