



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following temporary position:

Plans Examiner/Building Inspector (18 month contract) Planning and Development Services

The Plans Examiner/Building Inspector is responsible to receive and review building permit applications to ensure the completion of applications including, required plans, Applicable Law and other approvals. Examining and recommending for approval or rejection applications for building permits based on plans and specifications submitted in compliance with the Ontario Building Code Act, the Ontario Building Code and referenced standards. Conduct site inspections for approval or rejection of compliance with the Ontario Building Code Act, the Ontario Building Code and referenced standards on an assigned project basis. The Plans Examiner/Building Inspector is also responsible for the enforcement of the Property Standards, Cross Connection and Back Flow Prevention, and Sign By-law.

Education and Work Experience Requirements:

A minimum of a three year (3) community college diploma in Architecture, Engineering Technology, Building Sciences or a related field, along with a Certified Building Code Official (CBCO) designation. This position also requires certification and registration in the following provincial categories of qualifications: House, Small Buildings, HVAC - House, Plumbing - House, Plumbing - All Buildings, On-site Septic, Legal - General. The successful candidate will also have thorough knowledge of the Ontario Building Code Act, the Ontario Building Code and referenced standards, Provincial Offences Act and related legislation.

The position requires a minimum of three (3) years of related work experience.

Remuneration: \$37.39/hour (Grade 8 of 2025 CUPE Wage Grid). This position may have the opportunity to participate in our flexible work program, subject to applicable policies and approvals.

Note: This posting is for an existing temporary vacancy up to 18 months.

How to Apply

Qualified applicants are invited to apply online with their resumes by **11:59 p.m. on June 23, 2026**. For more information, they may also visit the City of Quinte West website at www.quintewest.ca.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the

Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 ext. 1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.

The City of Quinte West does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment processes. All applications are reviewed and assessed by Human Resources staff and the hiring manager.