

**Job Title: Plans Examiner, Building**

**Job Opening Number:** 106977 & 107146

**Job Requisition Number:** 337

**Number of Positions:** 2

**Job Type:** Union

**Job Code:** Plans Examiner-Building

**Department:** PLANNING, BUILDING&GROWTH MGMT

**Division:** Building

**Salary Range:**

*1st Step* \$96,314.40 per annum

*2nd Step:* \$101,392.20 per annum

*Job Rate:* \$106,724.80 per annum

**Job Grade:** 011

**Job Status and Duration:** Full Time (FT), Regular (R), vacancy

**Hours of Work:** 35 Hour work week

**Location:** FLOWER CITY COMMUNITY CAMPUS

**Posting Date:** 05/15/2026

**Closing Date:** 06/12/2026

**Notice to Internal Applicants:** To ensure your application is processed as internal, please submit your application using your City of Brampton work email address.

External and internal applicants are now being considered.

## **POSITION DUTIES:**

Reporting to the Supervisor, Plans & Permits, reviews plans submitted for a building permit to ensure all Ontario Building Code and related standards have been met.

- Performs detailed plans review of various construction projects with a focus on industrial, commercial, institutional (ICI) buildings, for compliance with the architectural, structural, life safety and fire protection requirements of the Ontario Building Code and standards referenced therein.
- Liaises with design professionals, developers, contractors, owners and other approval agencies in the completion of a comprehensive plans review.
- Provides technical and procedural information in response to customer enquiries over the counter, by telephone and email (to owners, design professionals, contractors, etc.)
- Provides preliminary plan assessment over the counter for the determination of the adequacy of technical documentation and other 'applicable law' compliance.
- Recommends corrective measures and provides alternatives for achieving compliance for plans and specifications that do not meet Code requirements and standards.
- Liaises with building inspectors in the resolution of design and construction issues and permit application status.
- Prepares technical reports as required.
- Maintains current knowledge of Ontario Building Code and related codes/standards.
- Provides input and recommendations into the development of technical policies and procedures, as required.
- Performs technical research as required to evaluate applications.
- Maintains and updates progress of project review on the permit tracking system.
- Performs additional similar and related duties as assigned.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- High School (Grade 12) graduation plus an additional program of over two and up to three years in Architectural Technology, Civil Engineering Technology (Technologist level) or equivalent.

### **EXPERIENCE:**

- Over four (4) years, up to and including eight (8) years experience in a regulatory environment, preferably in building code enforcement or direct experience in the building construction or design process.

## **REQUIRED LICENCE CERTIFICATION:**

- Within six (6) months from date of hire, successful completion of the following Ministry of Municipal Affairs & Housing Provincial qualification examinations: Legal Processes, House, Small Buildings.
- Within 12 months from date of hire, successful completion of the following Ministry of Municipal Affairs & Housing Provincial qualification examinations: Large Buildings, Building Structural, Complex Buildings, Building Services

## **OTHER SKILLS AND ASSETS:**

- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.

## **Additional Information**

**Interview:** Our recruitment process may be completed with video conference technology.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

Applicants who do not meet the educational requirements but have direct related experience may be considered.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at:  
[www.brampton.ca/employment](http://www.brampton.ca/employment) by **06/12/2026** and complete the attached questionnaire.

We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

The City of Brampton uses email to communicate with applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. Time sensitive correspondence is sent via email (i.e. testing bookings, interview dates) and it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the employment opportunity and your application will be removed from the competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).

The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.