

The Municipality of Grey Highlands invites applications for:

Building Plans Examiner
Permanent, Full-Time (37.5 hours/week)
\$36.97 - \$43.25/hour

Are you looking for a workplace where your contributions are truly valued and your professional growth is supported? At Grey Highlands, we pride ourselves on fostering a collaborative and supportive environment that appreciates the dedication and professionalism of our staff.

As a member of our team, you'll have the unique opportunity to work alongside inspirational community leaders and collaborate with passionate colleagues to achieve organizational goals. Together, we are shaping the future of Grey Highlands, making a meaningful impact on our community.

We offer an enriching and fast-paced role that will immerse you in the exciting development of Grey Highlands. If you're ready to take on new challenges and contribute to our ongoing success, we would love to hear from you.

What We Offer:

At Grey Highlands, we believe in taking care of our employees. Here are some of the benefits you can expect when you join our team:

- **Comprehensive Benefits Package:** Enjoy employer-paid extended health and dental care, life insurance, and access to our Employee Assistance Program for full-time staff.
- **Pension Plan:** All employees are eligible for our contributory pension plan (OMERS), ensuring your future is secure.
- **Paid Time Off:** Take advantage of paid vacation days and personal days to recharge and maintain a healthy work-life balance.
- **Professional Growth:** We offer numerous training and development opportunities to help you advance in your career and achieve your professional goals.

The Municipality of Grey Highlands is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees.

PURPOSE OF POSITION

Due to a vacancy, the Municipality of Grey Highlands is pleased to invite applications for the position of Building Plans Examiner. Reporting to the Chief Building Official, the Building Plan Examiner is responsible for conducting technical reviews of building permit applications, construction drawings, specifications, and supporting documentation to ensure compliance with the Ontario Building Code, Building Code Act, municipal by-laws, applicable laws, and related legislation.

The Building Plan Examiner serves as the primary technical resource during the permit review process, working collaboratively with applicants, designers, contractors, Building Officials, and internal departments to facilitate complete, compliant permit applications before permits are issued.

This position supports efficient permit processing while allowing Building Officials to focus on inspections, compliance, enforcement, and field operations.

MAJOR RESPONSIBILITIES

Technical Plan Review

- Review residential, commercial, industrial, institutional, agricultural and accessory building permit applications.
- Review architectural, structural, plumbing, mechanical, accessibility, energy efficiency and life safety requirements.
- Ensure applications comply with:

The Municipality of Grey Highlands is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

- Ontario Building Code
- Building Code Act
- Applicable Laws
- Municipal Zoning By-law
- Site Plan Agreements
- Conservation Authority requirements
- Municipal by-laws
- Other applicable legislation
- Identify deficiencies and provide detailed review comments.
- Review revised drawings and submissions.
- Recommend permit approval once all requirements have been satisfied.

Technical Support

Serve as the department's primary technical resource during permit review by:

- interpreting Building Code requirements
- reviewing complex construction drawings
- assisting designers and applicants with code compliance
- identifying code deficiencies before permit issuance
- researching Building Code interpretations
- remaining current with legislative amendments and industry best practices

Permit Review Coordination

- Coordinate technical review of permit applications.
- Liaise with:
 - Planning
 - Public Works
 - Fire Department
 - Conservation Authorities
 - Utilities
 - External review agencies
- Ensure required approvals are obtained prior to permit issuance.

Customer Service

Provide exceptional customer service by:

- assisting applicants through the permit process
- meeting with designers, builders and contractors
- explaining Ontario Building Code requirements
- responding to technical inquiries
- working collaboratively to resolve deficiencies
- promoting positive relationships with the building community

Building Services Support

Support Building Officials by:

- ensuring permit applications are technically complete before inspections begin
- preparing technical reports
- assisting with Building Code research
- maintaining permit review records
- assisting with departmental statistics and reporting
- supporting implementation of electronic permitting systems

Continuous Improvement

- Recommend improvements to permit review processes.
- Develop standard review checklists.
- Improve permit turnaround times.
- Assist with departmental policies and procedures.
- Participate in professional development.
- Performs other related duties as assigned to support the objectives of the Building Department and Municipality.

Develops and maintains good working relationships with Council, staff and the public which includes:

- Complying with all office procedures
- Attending meetings as required
- Participating in resolution of delivery service issues
- Communicating ideas, suggestions, and procedural changes which may assist the organization
- Assisting where and when needed during staff shortages and/or emergency situations
- Responding to public enquiries in a timely manner

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place, when applicable)
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly work area and avoiding any unsafe or disruptive behavior in the workplace.
- Completing all assigned health and safety training and taking the health and safety of themselves and others seriously by following workplace safety policies, procedures, and instructions.

KNOWLEDGE AND SKILLS

Education and Experience:

- A Post Secondary Diploma or Degree in Architectural Technology, Building Science, Civil Engineering Technology, Construction Engineering Technology, Architecture or related field with an equivalent combination of education and experience.
- Minimum three (3) years experience in one or more of; Building Plan Examination, Architectural Design, Building Design, Construction, Municipal Building Services, Building Code Consulting.
- Municipal experience is considered an asset.
- Must possess Ontario Building Code Qualifications including General Legal/Process, House, and Small Buildings.
- Additional Building Code Qualifications are considered an asset, including but not limited to Large Buildings, Plumbing All Buildings, Building Services, and Complex Buildings.
- Demonstrated knowledge of the Ontario Building Code, Building Code Act, Planning Act, municipal zoning by-laws, applicable legislation, regulations, and approval processes related to building permit review and construction.
- Strong understanding of building construction methods, construction drawings and specifications, structural systems, energy efficiency and accessibility requirements, with proficiency in Microsoft Office applications and electronic permitting and records management software.
- Valid Ontario Class G Driver's Licence.

Work Requires:

- Excellent customer service, communication, analytical, problem-solving, organizational, time management, and technical writing skills, with a high degree of accuracy and attention to detail.
- Demonstrated ability to interpret complex construction drawings and technical information, analyze issues, exercise sound judgment, and develop practical solutions.

- Proven ability to manage competing priorities, work effectively both independently and collaboratively, establish positive working relationships, and communicate technical requirements clearly and professionally to a variety of audiences.
- Demonstrated professionalism, accountability, integrity, and commitment to continuous learning, with the ability to exercise sound judgment and maintain confidentiality when dealing with sensitive information.
- Commitment to delivering high-quality customer service and technical excellence while fostering collaboration, critical thinking, and effective communication in support of departmental and municipal objectives.

WORKING CONDITIONS

Work occurs primarily in an office environment with a high degree of public and inter-departmental contact. Frequent interaction with residents, builders, contractors, architects, engineers, designers and municipal departments is required. This position requires extensive computer work, including prolonged periods of reviewing electronic plans and permit applications, as well as consistent visual concentration upon computer screens. Occasional site visits and occasional lifting of boxes may be required. Hours of work are scheduled within the core operating hours of 8:30 A.M. – 4:30 P.M., Monday through Friday. Occasional overtime may be required to address peak workload periods.

CONTACTS

Communication with internal and external individuals is regular in this position. Internally, this includes the Chief Building Official, Director of Community Services, municipal employees, managers, and staff from other departments. Externally, this includes residents, property owners, permit applicants, builders, contractors, developers, architects, engineers, designers, consultants, and representatives from external agencies. Contacts occur for the purpose of exchanging information, coordinating reviews, responding to inquiries, providing technical guidance, resolving issues, and facilitating the building permit process.

Candidates for the above position are invited to submit resumes referencing **“Building Plans Examiner” prior to 3:00 PM on August 26, 2026**, to Jackie Groves, Human Resources Manager, 206 Toronto St. South, PO Box 409, Markdale, ON N0C 1H0 careers@greyhighlands.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted. For more information, please visit greyhighlands.ca