

Building Code Technician

Department:	Development Services
Status:	Full Time, Permanent
Date Posted:	September 8, 2026
Date Closing:	September 22, 2026
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$76,177 - \$92, 681
Flexible Working Arrangements:	Yes
Vacancy Reason:	Replacement

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Join the Town of Stouffville as a Building Code Technician and play a key role in supporting safe, compliant, and sustainable community growth. In this position, you'll review permit applications, assess plans for compliance with the Ontario Building Code, assist residents, builders, and contractors with technical inquiries, and help guide development projects from application to approval. Working at the intersection of customer service and technical expertise, you'll contribute directly to the delivery of efficient, responsive building services for a growing municipality.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Respond to inquiries by phone, email and at the service counter. Responsible to ensure that all building permit applications are submitted complete with sufficient information that determination can be made whether the design is in accordance with Town By-laws, other applicable law and the Ontario Building Code; or ensures that the application is declared incomplete. Inputs all permit application data and supporting documents into the Town's property management system (CityView). Preliminary reviews plans in accordance with established procedures and qualifications. Backfills for the Permit Administrator and Zoning Administrator when absent and provides administrative assistance to the Chief Building Official as requested.

Qualifications and Requirements:

- Excellent customer service/technical support skills to provide front line assistance, handling inquiries related to permit applications.
- In-depth knowledge of the Ontario Building Code and other relevant legislations.

- College degree/diploma (2 years) in Architecture, Engineering, Building Science or related discipline
- Combined experience of one (1) year in a related field with basic knowledge of Ontario Building Code Act, Ontario Building Code regulations, referenced standards and Applicable Laws
- Must possess or be able to pass the tests for the following Ministry of Municipal Affairs and Housing BCIN qualification requirements for building officials: General Legal and the House
- Sound knowledge of architectural, structural, mechanical and electrical design
- Proven ability to read, comprehend, understand and interpret every type of commonly submitted construction plans and documents
- Ability to exercise discretion and good judgement when handling confidential/sensitive information accompanied by the ability to communicate controversial matters with individuals
- Excellent interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, professional designers, residents and other agencies
- High degree of accuracy, attention to detail and record keeping skills
- Proficiency using Microsoft Office (Word, Excel, PowerPoint), property data system and internet research skills
- Ability to attend evening meets and/or work overtime during peak periods

How to apply:

Please apply through our Recruitment Site, [Town of Stouffville - Careers](#) and submit your application in confidence by **September 22, 2026**.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.