
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Permanent Full-Time, Unionized opportunity in the Facility Management Operations Department for an experienced and motivated individual.

**Architectural Technologist
(FILE #J0826-0737)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Position overview:

The Architectural Technologist is responsible for providing architectural and technical services to the Facility Management Department including the preparation of proposal drawings, construction drawings, specifications, tender documents for existing and new buildings and proposed alterations/renovations. Coordinates capital and operational projects for the Facility Management Department, liaising with staff and Management as well as external consultants/contractors. Analyzes and prepares cost estimates of proposed projects, prepares specifications for construction work, inspects and recommends changes to update existing building to current codes and standards. Prepares and reviews contract documents, conducts construction inspections, monitors progress, attends job site meetings, and monitors progress payments and reports on project status to ensure compliance with City standards and other regulations (i.e. Ontario Building Code, Fire Code, Municipal By-Laws etc).

Responsibilities:

Project Duties:

- Responsible to coordinate projects through all stages, including planning, design development, construction execution, substantial completion and warranty.
- Responsible for capital, operational, single/sole source, emergency purchase, insurance claim projects primarily for the Facility Management Department, but may be required for other various City Departments.
- Coordinates all space management requests, planning and installations. Responsible for maintaining and renewing City-wide furniture contract.
- Develops and prepares proposal drawings, working drawings and specifications for proposed projects utilizing AutoCAD equipment. Meets with senior departmental staff to determine office needs, improve efficiency and accommodate needs of staff.
- Performs inspections of the City's buildings and facilities. Inspects, analyses and makes recommendations with respect to identified areas/components of work required to update buildings to City standards, including facilities/components susceptible to deterioration or structural/mechanical/electrical failures or aging. Reviews/inspects sites for potential redevelopment needs based on physical or functional obsolescence of the buildings and recommends redevelopment options along with supporting cost analyses.
- In conjunction with the Manager and Supervisor, obtains competitive contractors and material pricing and coordinates contractors well in advance of the required date they are expected on site.
- Conducts project inspections and progress reviews at appropriate phases of the project to ensure compliance with project schedules and specified performance and quality standards including occupational health and safety guidelines and regulations. Inspects work of contractors and trades people engaged in maintenance and construction work as required and makes recommendations to the Manager with regards to bringing projects to a satisfactory conclusion.
- Assists Facility Management Manager and Supervisors in the planning, research and development of proposed construction and renovation projects for City owned buildings and facilities. Prepares various reports and recommendations, as required, including the analysis of Architectural, Structural, Electrical, Mechanical, Plumbing and Life Safety conditions of buildings, inspections, proposed alterations projects, cost analysis and compliance with various regulations and standards.
- Responsible for all City and CIO requests regarding the installation of telecommunication and cabling within City owned buildings. Responsible to verify requirements and available spacing within the IT Hub Room, generate quotations and complete telecom installation.
- Responds, reports and resolves issues regarding DSS Reports and Abatements regarding mold, asbestos and other designated substances. Responsible to complete all tendering process, specifications, procurement process, construction and final third-party inspection.

Interactions with Others:

- Liaises with staff and furniture vendors to finalize plans, approve finishes, process orders and schedule installations.
- Liaises with executive and senior staff to discuss stakeholder projects, provide updates and present when required.
- Liaises with staff, project teams, subject matter experts, stake holder departments, external consultants/contractors/sources, to ensure specifications are followed, change orders are approved, and invoices are properly audited prior to substantial completion of construction projects.
- Provides technical support and guidance to senior staff in City departments regarding review of all Architectural, Structural, Electrical, Mechanical, Plumbing and Life Safety elements of buildings and sites to be developed and to ensure compliance of City buildings to various code and health and safety regulations.
- Provides support, as required, with facilitating orientation procedures, training, guidance, and advice on all Building matters pertaining to the corporate portfolio of assets and facilities required for the delivery of municipal services.

Records Management:

- Completes and submits all required paper work/drawings Heritage Impact Assessment for Building and Heritage Permits through the correct City process.
- Manages and updates the O-Drive Building Drawing Folder. Includes providing drawings, locating specific building information when requested and printing large format drawings.

Financial and Planning Activities:

- Responsible to develop and complete all tender documents and such as quick quotes, quotes, tenders, RFP, RFPQ etc. including all required project specifications.
- Completes all project contract administration, processes progress draws/invoices, creates, receives and processes LDMS, approval/processing of contemplated change notice, change orders, site instructions, completes third-party inspections such as ESA and TSSA.
- Provides cost analysis, preliminary and final budgets for current and future projects. Analyses drawings, specifications and quantities to determine estimates budgets for design and construction.
- Prepares RFP's for Architects in connection with building changes and approved projects. As a committee member, contributes to RFPQ evaluation process for tender submissions.
- Responsible to complete and submit project charters for future projects and complete monthly project reporting in Eclipse for all assigned current capital projects.
- Responsible for performing tasks using a City P-Card and reconciling all purchases monthly.

Other Duties:

- Responsible for ensuring compliance with the Occupational Health and Safety Act and Regulations and the corporate Occupational Health and Safety Policy and related procedures.
- Performs other duties related to the position which may occur in unplanned or emergency situations.

Qualifications and experience:

- University Degree in Architectural Technology or suitable equivalent.
- Minimum of five (5) years' experience in architectural design and drafting preferably in a municipal environment.
- Ontario Building Part 3, Large Building and Part 11 Renovation certifications/licenses
- Thorough working knowledge of current building, fire and retrofit codes, as well as knowledge of mechanical and electrical systems.
- Demonstrated ability utilizing various computer design software and AutoCAD equipment.
- Proficient in JDE and Microsoft Office programs (Outlook, Word, Excel, PowerPoint and Project)
- Valid Class "G" Driver's License, in good standing and a reliable vehicle to use on corporate business.
- Excellent organizational, analytical, oral and written communications skills.
- Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies.

Working Conditions:

Standard office environment. Ability to work outside normal business hours as required and in accordance with the Collective Agreement. Travel required to attend site meetings and inspections. May be exposed to extreme temperature such as cold or heat and may visit sites still under construction.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before **Wednesday, September 23, 2026** at: [City of Vaughan - Architectural Technologist](#).

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.