



Building Services Technician

Permanent Full-Time (2 Vacancies)

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 Barrie, Ontario

Posting Number: PC-26-41

Job Type: Permanent Full-time, Union (2 Vacancies)

Salary Range: Dependent on Experience & Qualifications (see below for more details)

Posted: Friday, October 16, 2026

Application Deadline: Sunday, November 1, 2026 at 11:59 pm

The Opportunity

The Building Department is part of the Development Services Division and is responsible for administering and enforcing the Ontario Building Code to ensure the safety of the City's residents. This includes processing permits for construction of dwelling units, and industrial, commercial, and institutional buildings, as well as conducting site inspections, and responding to complaints/inquiries that relate to building construction and grading.

Under the general guidance and direction of the Manager of Policy and Continuous Improvement, the Building Services Technician positions are responsible for application processing, fee calculation, and plan distribution of all types of building permits. These positions examine permit applications, plans, and specifications to ensure compliance with submission standards, building by-laws, and applicable laws and/or development agreements. These roles involve thorough review of these documents to maintain high standards of safety and legality. These positions communicate with contractors, designers and the public regarding permits, code and e-permitting questions, and provide assistance to facilitate successful permit submission, issuance of permits and scheduling of inspections.

The Building Services Technician II and III also conduct plan reviews and issue building permits related to residential decks, sheds, and pool enclosures. These positions require working knowledge of the building code accompanied by prioritization and organization skills, as well as a balance of technical expertise and interpersonal skills to manage the diverse aspects of building permit services. The Building Services Technician III further conducts inspections for permits related to residential decks, sheds, and pool enclosures to ensure construction meets the minimum requirements of the Ontario Building Code and associated by-laws.

The Building Services Technician positions play a crucial role in ensuring that all interactions and processes are handled efficiently and professionally, thereby fostering a smooth and effective permit process. They are also responsible for assisting customers via email, phone, or in person at the service counter. Effective communication and exceptional customer service skills are essential, as the Technician must address various inquiries and provide clear and helpful guidance to ensure customer satisfaction.

PLEASE NOTE: The City of Barrie's Building Services Department has three levels of Building Services Technicians. Please review the qualifications and corresponding pay levels below for further details. We welcome applicants who meet the qualifications for each level, and level/compensation will be determined based on your qualifications and experience. Should you acquire additional qualifications during your

employment to meet the requirements for the higher level, your pay and title will be adjusted accordingly upon verification of your qualifications.

Our Culture and Qualifications of the Job

Corporate Culture: Your workplace values align with our corporate values of ***Strive, Share and Care*** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community.

Equally important to what we do is *how* we do it - your actions reflect our core accountabilities of ***Personal Awareness, Teamwork and Collaboration, Respect and Inclusion, Innovation, and Service Excellence***, which define how we work together to succeed.

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Architecture, Engineering, Building Science and/or a related discipline

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Policy** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/government-news/jobs

- Position Equivalency Code: D

To be considered as a **Building Services Technician II**, the following qualifications are also required:

- Registered Building Official with the Ministry of Affairs and Housing (MMAH)
- Valid Building Code Identification Number (BCIN) from the Ministry of Affairs and Housing (MMAH)
- Qualifications in the following categories as defined under Part 3, Division C of the Ontario Building Code from the Ministry of Affairs and Housing (MMAH): General/Legal Process; House

To be considered as a **Building Services Technician III**, the following qualifications are also required:

- Qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): HVAC – House; Plumbing – House
- Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA)
- Valid Ontario Class “G” Driver’s Licence in good standing with a reliable vehicle for use on corporate business

Experience

- **Building Services Technician I:** One (1) year of cumulative part-time experience or six (6) months of full-time experience performing duties related to the major responsibilities of the position
- **Building Services Technician II:** One (1) year of experience performing duties related to the major responsibilities of the position
- **Building Services Technician III:** Two (2) years of experience performing duties related to the major responsibilities of the position

Knowledge/Skill/Ability

- General knowledge of the following legislation, regulations, or requirements: Ontario Building Code Act, Ontario Building Code Regulations, reference standards and applicable laws
- General knowledge of the following principles and standards: Occupational Health and Safety Act and Safety Regulations relevant to Building Construction
- Working knowledge of the following principles and standards: Architectural Design, Structural Design, Mechanical Design and Electrical Design, with an emphasis on structural sufficiency and life safety system design

- Demonstrated ability to:
 - Read and interpret architectural, structural, and mechanical drawings for compliance with building code requirements
 - Comprehend and interpret the Ontario Building Code, Building Code Act, and associated standards
 - Exercise discretion and judgment when handling confidential, sensitive, and/or controversial information
 - Interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment
 - Develop, promote and maintain relationships with internal and external stakeholders
 - Maintain a high standard of public relations at all times
 - Perform in a manner which is consistent with corporate goals, vision, mission, and values
 - Exercise discretion and judgment in order to make sound decisions
 - Communicate information and ideas in a verbal or written medium, in a manner that can be understood by others
 - Work under pressure to meet deadlines and/or peak period workloads
- Basic skills include: Active Listening; Administrative; Professionalism; Teamwork
- Intermediate skills include: Analytical; Attention to Detail; Collaboration; Customer Service; Decision Making; Judgment; Prioritization; Problem Solving; Public Relations; Reading Comprehension; Technical; Troubleshooting; Verbal Communication; Written Communication
- Advanced skills include: Multitasking; Organizational; Time Management
- Intermediate computer literacy using the following systems and software: Microsoft Office (Outlook, Word, Excel, PowerPoint, OneNote, Teams), the Internet, Bluebeam CAD, Accela (Database Management System)
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

In addition to the above, the **Building Services Technician III** also requires the following:

- General knowledge of construction regulations, the Planning Act, the Environmental Protection Act, and the Clean Water Act
- Thorough knowledge of the Ontario Building Code, Building Policies and Procedures, Building By-law, Applicable Laws, and Building Permit Processes
- General knowledge of the following principles and standards: building design and construction principles; lot grading and drainage control principles; residential building construction methods to evaluate the construction of structural, mechanical, fire safety provisions and lot grading practices; inspection processes and plans examination review processes; current traditional and/or contemporary building industry issues, trends and best practices; and municipal government services and programs
- Demonstrated ability to:
 - read and interpret residential building plans with respect to architectural design, structural systems, plumbing systems, heating systems, fire safety systems and lot grading
 - conduct inspections to assess and evaluate the construction of structural, mechanical, fire safety provisions and lot grading practices
 - exert effort to lift, push, pull, or carry objects for short periods of time
- Basic skills include: Analytical; Decision Making; Multitasking; Organizational; Prioritization; Problem Solving; Project Management; Research; Time Management
- Intermediate skills include: Interpersonal; Mediation; Record-keeping

Conditions of Employment

- **Building Services Technician I:** Eligibility for and working towards obtaining qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): General/Legal Process; House; HVAC – House; Plumbing – House
- **Building Services Technician II:** Eligibility for and willingness to obtain full membership in Ontario Building Officials Association (OBOA) within six (6) months of hire date
- Satisfactory Criminal Record Check*

*Please note that this is a requirement for any new employees to the City of Barrie in accordance with the **Police Record Check Policy**. Existing employees who have met this criteria will be exempt from this requirement.

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

*Please note that the City has a **Hybrid Work Program Policy** in place that may allow a hybrid work arrangement of one (1) remote day per week for employees who meet eligibility requirements.

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement

Wage: These positions are within the CUPE Local 2380 Bargaining Unit with the following pay levels and 2026 pay range:

Building Services Technician I:

- Pay Level: Level 4
- Yearly Salary: \$55,874.00 to \$66,903.20
- Hourly Pay Rate: \$30.70 to \$36.76

Building Services Technician II:

- Pay Level: Level 5
- Yearly Salary: \$61,152.00 to \$73,236.80
- Hourly Pay Rate: \$33.60 to \$40.24

Building Services Technician III:

- Pay Level: Level 6
- Yearly Salary: \$66,393.60 to \$79,570.40
- Hourly Pay Rate: \$36.48 to \$43.72

What We Offer: These positions include a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS Primary pension plan, access to the Employee and Family Assistance Program (EFAP), discounted rates for City Fitness Memberships and Transit Passes, and access to the Perkopolis Perks program, which provides exclusive access to discounts on a wide range of products and services available to all City employees.

How to Apply: Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

Why Barrie?

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.



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