THE CITY OF WATERLOO IS HIRING

Come work with us!

Municipal Building Official

Competition Number: 28059
Posting Status: Internal & External
Number of Vacancies: 1 (Current Vacancy)
Job Status: Temporary Full Time (up to 20 months)
Hours of Work: 35 hours per week

Primary Work Location: Waterloo City Centre
Hourly Range: $41.90-$52.38 (Band H – 2027)
Employment Group: Staff Association
Posting Release Date: October 22, 2026
Posting Closing Date: November 6, 2026

Why work with us:

The City of Waterloo is a rewarding place to work. Each day, you will support and/or participate in the delivery of services that impact residents of this city, making it a great place to live, work and play for everyone.

Home to two world-class universities, a top-ranked college, a tech ecosystem, entrepreneurs and small businesses, there is a readiness to do things differently in Waterloo. Our vision is to be a leader in sustainability and to build a future-ready community for all. We are committed to workplace wellbeing and providing an inclusive, safe and enjoyable work environment.

For more information about the City of Waterloo's **Strategic Plan, Vision, Values & Guiding Principles,** please click here: **City of Waterloo 2023-2026 Strategic Plan**.

What we offer:

- Supportive and caring organization that promotes respect, inclusivity, sustainability, health, safety and wellness.
- Dedication to the organization's commitment for Reconciliation, Equity, Accessibility, Diversity and Inclusion through ongoing training and access to related programs and workshops, opportunities to connect with others around topics of social justice and equity, and opportunities to be involved with the initiatives that guide this corporate journey.
- A commitment to environmental sustainability as demonstrated in many plans and policies. For example, we are working towards reducing our corporate greenhouse gas emissions to net-zero by 2050, with real progress underway.
- Certification as a Living Wage Champion with optional benefits package (extended health and dental care), including paid sick days.
- Defined Benefit Pension Plan (OMERS) eligibility for all employees.
- Up to 10 paid Reservist Leave days per year, with single contribution OMERS buyback option for any unpaid time.
- Flexible work schedules, paid vacation, and the opportunity to bank overtime.
- Easy and sustainable commuting options through the TravelWise program, which offers public transit discounts and a dedicated carpool network for employees.
- Substantial internal and external training and development opportunities along with opportunities to get involved and give back to the community.

- Enjoyable employee-wide events, activities, site visits, BBQs to connect with co-workers.
- Complimentary FitPass for access to leisure, swim, and fitness drop-in programs for employees and family members.

…And so much more!

What you will do:
Reporting to the Manager, Plans Examination, your primary responsibilities will include, but are not limited to, the following:

- Determine if applications are acceptable as a complete building permit application.
- Determine the applicable building permit fees and permit due date.
- Answer building code inquiries from design professionals, builders and the general public.
- Verify all applicable approvals from other levels of government and authorities.
- Provide assistance to inquiries relating to the building permit and inspection process.
- Inform permit applicants, design professionals, builders, etc. of any code deficiencies and resolve same.
- Research code related matters for building staff.
- Inspect construction plans for bylaw and building code compliance and confirm compliance with applicable zoning bylaw.
- Schedule inspection requests and results in AMANDA.
- Inspect construction for compliance with approved drawings and applicable codes.
- Other duties as assigned.

What you will bring:

- A post-secondary diploma in Construction Engineering or Architectural Technology with a minimum of two (2) years related municipal experience in building plan review and inspection of Part 9 residential houses and accessory structures; equivalent combinations of education and experience will be considered.
- Must hold or be willing to obtain qualifications under the Building Code Act in the following categories: House and Legal General.
- Good working knowledge of the Building Code Act and the Ontario Building Code and other building-related legislation and related plan review processes.
- Familiar with statutes and regulations defined as applicable law under the Building Code Act.
- Comfortable reviewing plans in an office environment, providing guidance to administration staff, and explaining matters evolving from the enforcement of the Building Code Act.
- Valid MTO ‘G’ class driver’s licence in good standing with driver’s abstract acceptable to the City (maximum of 3 demerit points; maximum of 2 convictions within the previous 36 months; no driving related criminal code convictions within the previous 36 months; and no ignition interlock restrictions) is required to perform the job.
- Excellent interpersonal, communication and listening skills to identify problems and solutions and to deal effectively with varied customer base.
- Energetic, motivated person who can work in both team situations and independently.
- Excellent organizational and record keeping skills.
- Able to switch focus and respond to the demands of the permit flow, customer inquiries or administrative demands.
- A passion for promoting and maintaining a healthy and safe workplace and the ability to work respectfully and effectively in a team environment.
- Strong commitment to delivering quality customer service.
- Demonstrated commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion

What we will require:

- A Criminal Record and Judicial Matters Check or satisfactory to the City
- Proof of your current and valid certificate(s), licenses and/or educational qualification, if applicable

Be You @ Waterloo (Our Commitment to Diversity, Equity, Inclusion and Belonging):
The City of Waterloo acknowledges that our work takes place on the land traditionally cared for by the Haudenosaunee, Anishnaabe and Chonnonton Peoples, and is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. The City is dedicated to advancing the organization's commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion and to reducing barriers to employment opportunities. Applications from members of historically underrepresented groups, including Black, Indigenous, racialized communities, women, persons with disabilities and members of 2SLGBTQIA+ are encouraged for positions at all levels within the organization. Candidates from historically underrepresented groups are encouraged to self-identify in their application.

Accommodations are available throughout all stages of the recruitment process in accordance with the Human Rights Code and other applicable legislation. We encourage applicants to access support(s) that may be needed. To request accommodation during the application process, please email recruitment@waterloo.ca, quoting the position and competition number. Applicants advancing to the next stages of the recruitment process will be provided with additional opportunities to make their needs known.

Our use of AI during recruitment:
Our applicant tracking system includes artificial intelligence (AI) features, such as tools that highlight relevant work history or suggest potential job matches. These features are built into the system and may be visible to staff. AI does not make any screening or hiring decisions, and all decisions about interviews and hiring are made by City staff in accordance with applicable City policies and procedures.

Staff Association:
Qualified and eligible City of Waterloo Staff Association applicants will be considered first for this posting.

Application Process:
Candidates are invited to visit www.waterloo.ca/careers to learn more about City of Waterloo Careers, our recruitment process, and to apply online.

SCAN THIS QR CODE FOR DIRECT ACCESS TO OUR CAREERS PAGE