



The City of Kitchener has two **co-op** opportunities available for the Summer of 2025.

**Position Title:**

Student Plans Examiner

**General Responsibilities:**

- Accept and process building permit applications.
- Perform cursory review to verify applications are complete with all required information.
- Determine building use and nature of work proposed in order to accurately enter applications into the AMANDA database.
- Calculate building permit fee and accept payments.
- Perform plan examination (architectural, structural, mechanical, and electrical) to confirm compliance with the Building Code Act, Building Code, and all applicable laws, including zoning for the following types of permits: additions/ renovations to single detached dwellings, sheds, decks, pools, garages, woodstoves, interior basement finishes and plumbing.
- Provide technical information via phone, email, and counter inquiries with regards to Building Code, zoning, and requirements for building permit applications
- Issue Commercial, Industrial, Residential, and Institutional building/ demolition permits once applicable building, planning/ zoning approvals have been granted and all relevant fees have been paid.
- Perform other related duties as assigned.

**Minimum Qualifications & Requirements:**

- **Preference will be given to second and third year students.**

**Compensation Range:**

\$20-24 per hour

**Hours of Work:**

Monday - Friday: 9:00am - 5:00pm

**To Apply:**

Please submit a copy of your cover letter (optional), Resume, and transcript via email to Jordan MacLaughlin, Manager of Permits prior to end of day Friday, February 21, 2025.

To apply or to explore this opportunity further please contact:

Jordan MacLaughlin  
Manager of Permits  
Building Division  
Kitchener City Hall  
P: 519-783-8197

E: [jordan.maclaughlin@kitchener.ca](mailto:jordan.maclaughlin@kitchener.ca)