



Senior Plans Examiner/Building Inspector (Outside)

City of St. Catharines
Planning and Building Services

At the City of St. Catharines, you'll find more than just a job — you'll find a place that fits.

Here, your work means something — where you can see the impact, feel the pride, and know you're a part of something bigger. You'll be trusted to do your job, backed by people who care, and part of a team that shows up for each other. There's flexibility when it counts, and a real understanding that life doesn't stop when the workday starts. With pay you can count on, great benefits, and a pension that helps you plan ahead — you've got more than a job. You've got the space to grow, the balance you need, and a place that gets it.

It feels different — because it is.

It's a place that works for you.

About the Role:

Ensure public safety through the examination of plans and specifications, as well as inspect at specific stages for the construction, alteration, renovation and demolition of all classifications of building to enforce compliance with the Ontario Building Code and Regulations and relevant Municipal By-laws for the purpose of permit issuance and inspection. Initiate enforcement of building regulations and relevant municipal by-laws, investigate violations or perceived violations and issue orders where necessary. Collect and document evidence regarding compliance with the BCA and OBC and other municipal by-laws for permit issuance and inspection, as well as for the resolution of violations.

What You'll be Doing:

It is the City's expectation that responsibilities of this position will be primarily outside duties:

- Inspect the construction, alteration, renovation and demolition of buildings in all classifications of buildings at specific stages, with a focus on large and complex buildings, to enforce compliance with the Ontario Building Code and Regulations (to ensure public life safety, and that the building installation will be sound and

environmentally healthy) and relevant Municipal By-laws and Regional By-laws, including Regional Development Charges by law, and MOECC regulations.

- Initiate enforcement of Building Regulations and relevant Municipal By-laws, address safety related concerns identified during inspections, gather evidence and issue notices and/or orders respecting contraventions of the Building Code, Municipal By-laws, etc., and prepare prosecutions to swear information before a Justice of the Peace if compliance is not met.
- Respond to and rectify a variety of immediate response situations (i.e. Investigate building fires, cars through buildings, marijuana grow operations and other Building Code safety complaints).
- Provide functional and technical advice on potential building code concerns, such as limiting distance concerns, exits, and accessibility, as well as applicable law approvals that may be necessary.
- Provide functional and technical guidance to Building and Administrative Staff, as well as assist the Chief Building Official, Manager of Plans Examination and Manager of Inspections in providing technical and functional guidance to Building Inspectors.
- Examine plans and specifications for building safety and energy efficiency in all classifications of buildings (i.e. residential, commercial, industrial, etc.) with a focus on large and complex buildings to ensure compliance with the Building Code (to ensure the buildings are structurally sound, safe to occupy and environmentally healthy), Municipal By-laws (Sewer use, water use, building code, business licencing, liquor licencing, land use, signs, storm water drainage, etc) and Regional By-laws including the Regional Development Charges by-law, and MOECC regulations.
- Issue permits as delegated by CBO for building, demolition, change of use, signs, and occupancy permits and recommend occupancy levels for Liquor Licences for the Alcohol and Gaming Commission of Ontario (AGCO).
- Understand and discuss complicated issues with owners and tenants, contractors, and designers and have the ability to coordinate reviews from other disciplines such as fire, plumbing and HVAC to meet legislated timelines.
- Answer inquiries and explain building regulations and provide guidance to applicant, owner, contractor and designer on potential delays due to necessary applicable law requirements necessary to obtain a permit such as site plan approval, NPCA, MOECC, or MTO and assist where possible to streamline approvals.
- Analyze unique situations and recommend methods of compliance with the Building Code and Regulations and Municipal By-laws.
- Liaison with all officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners as necessary.

What's Required:

- A graduate of a three-year community college program in civil, construction engineering, architectural technology, or related discipline.
- Achievement of a C.E.T. designation as granted by the Ontario Association of Certified Engineering Technologists and Technicians or the designation of M.A.A.T.O. as granted by the Association of Architectural Technologists of Ontario.
- Qualifications as a Building Inspector as required by the Building Code Act and Regulations in the following categories: General Legal, House, Small Buildings, Large

Buildings, Complex Buildings, Building Structural and Plumbing All Buildings and Fire Protection and Detection, Lighting and Power or Building Services.

- A Certified Building Code Official as granted by the Ontario Building Officials Association.
- Five years practical field and office experience with all types of building construction.
- Ability to read and comprehend architectural drawings and site plans.
- Basic knowledge of mechanical/electrical systems/structural and site servicing drawings.
- Exceptional customer service and communication skills.
- Ability to work independently with a minimum of supervision.
- Working knowledge of micro-computer systems, including access to and use of Amanda, Bluebeam, Adobe Acrobat, mobile applications, MS Office and Ontario Building Code Information.
- Valid Ontario Driver's licence, Class "G", with a clean driving record.

Job Details:

Job ID: 2026-134

Pay Rate: \$95,550 - \$107,344

Hours: 35 per week

Schedule: Monday to Friday, 8:30 AM to 4:30 PM

Location: St. Catharines, ON

Work Mode: In Person

Employee Group: CUPE Local 157

Position Type: Permanent, Full-time

Duration: Ongoing

Vacancy Status: This posting is for an existing vacancy

Application Deadline: June 16, 2026

Jobs with an application deadline will close at 11:59 PM on that date. Jobs listed as 'open until filled' may close at any time.

Other Requirements:

Other Position Requirements include: Class G Driver's Licence

Candidates selected for the position will be required to complete the Ministry of Labour's Worker Health and Safety Awareness training and provide proof of the educational credentials listed on their resume and job application.

What's In It for You:

Curious what it's like to work for the City of St. Catharines? Watch the video and [Hear from Our Team.](#)

Here's what you can expect when you join us:

- **Great People:** Be part of a team that supports you, celebrates your wins, and helps you succeed.

- **Make Your Mark:** Bring your ideas, drive meaningful change, and leave a lasting impact on our community.
- **Learn & Grow:** Access training and development funds to take your skills to the next level.
- **Competitive Pay:** Competitive pay from a certified Ontario Living Wage Employer.
- **Secure Future:** Join the OMERS pension plan with employer-matched contributions.
- **Balance & Benefits:** Flexible hybrid work options plus health, dental, and vision benefits for eligible positions.

Additional Information:

Equal Opportunity Employer

The City of St. Catharines is committed to fostering an inclusive, accessible, and respectful work environment. We celebrate the uniqueness of every individual. Our community is enriched by people from diverse backgrounds and lived experiences—a value reflected in our 2023–2027 Strategic Plan.

Don't Meet Every Requirement?

We encourage individuals from all backgrounds, experiences, and education levels to apply. While specific qualifications may be required for certain roles, we assess each applicant's overall suitability. Please note that unionized roles are subject to collective agreement requirements.

Accommodation

We are an equal opportunity employer and provide accommodations throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage, please contact Human Resources at hrreps@stcatharines.ca.

Application Process

To ensure transparency and fairness, all applications must be submitted online through our application portal. Please keep your contact information up to date and regularly check your spam and junk email folders, as important communications may be directed there.

Interviews and Assessments

Depending on the role, interviews may be conducted via video conferencing or in person. Various tests and/or assessments may be administered as part of the selection process.

Use of AI

The City of St. Catharines does not use artificial intelligence (AI) technology in any part of the recruitment process.

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