



Plans Examiner

Permanent Full-time

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Posting Number: PC-25-13

Job Type: Permanent Full-time, Union

Salary Range: Dependent on experience & qualifications (see below for more details)

Location: Barrie, ON - Hybrid (see below for more details)

Posted: Thursday, March 20, 2025

Application Deadline: Thursday, April 10, 2025 at 11:59 pm

The Opportunity

The Building Department is part of the Infrastructure and Growth Management Division. The Building Department 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/enquiries that relate to building construction and grading.

Under the general guidance and direction of the Supervisor of Building Services, the Plans Examiner position examines permit applications, plans, and/or specifications for the construction, renovation, change of use, and demolition of all classifications of buildings to ensure compliance with the Ontario Building Code, applicable municipal by-laws, and/or development agreements. Additionally, this position processes and issues permits on behalf of the Chief Building Official when an application is deemed to comply with the prescribed requirements of the Ontario Building Code, applicable municipal by-laws, and/or development agreements. Lastly, this position provides functional and/or technical guidance, direction, or interpretations to various stakeholders regarding the Ontario Building Code and applicable municipal by-laws. Overall, this position plays an integral role in ensuring that the construction, renovation, change of use and demolition activities of buildings within the City of Barrie are properly examined prior to construction to provide and maintain a level of quality that complies with the Ontario Building Code, applicable municipal by-laws and development agreements to protect public health, safety ensuring efficient construction within the City of Barrie.

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.

PLEASE NOTE: The City of Barrie's Building Services Department has two levels of Plans Examiners (I and II). Please review the qualifications and corresponding pay levels below for further details. We welcome

applicants who meet the qualifications for either 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 (Plans Examiner II), your pay and title will be adjusted accordingly upon verification of your qualifications.

PLANS EXAMINER I

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Civil Engineering Technology, Architectural Technology and/or related discipline
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH)
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH)
- 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): House, Small Buildings, HVAC - House, Plumbing - House, On-Site Sewage Systems, Building Structural
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA)

Experience

- Three (3) years of experience performing duties related to the major responsibilities

PLANS EXAMINER II

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Civil Engineering Technology, Architectural Technology and/or related discipline
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH)
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH)
- 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): Building Services; Building Structural; Complex Buildings; General/Legal Process; Large Buildings; On-site Sewage Systems; Plumbing – All Buildings; Small Buildings
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA)

Experience

- Five (5) years of experience performing duties related to the major responsibilities

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 (both levels)

Knowledge/Skill/Ability (Both Levels)

- Working knowledge of the following legislation, regulations, or requirements: Construction Regulations; Occupational Health and Safety Act
- Thorough knowledge of the following legislation, regulations, or requirements: Building Code Act; Ontario Building Code
- General knowledge of the following principles and standards: municipal government services and programs
- Working knowledge of the following principles and standards: building design and construction principles; lot grading and drainage control principles; building construction methods to evaluate the construction of structural, mechanical, fire safety provisions and lot grading practices; current traditional and/or contemporary building industry issues, trends and best practices
- Demonstrated Ability to:
 - exercise discretion and judgment when handling confidential, sensitive, and/or controversial information
 - maintain a high standard of public relations at all times

- perform in a manner which is consistent with corporate goals, vision, mission, and values
- 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
- exercise discretion and judgment in order to make sound decisions
- communicate information and ideas in writing in a manner that can be understood by others
- select and apply suitable mathematical methods or formulas to conduct statistical analysis to develop conclusions and/or solve problems
- verbally communicate information and ideas in a manner that can be understood by others
- work under pressure to meet deadlines and/or peak period workloads
- exert effort to lift, push, pull, or carry objects for short periods of time
- read and interpret building plans with respect to architectural design, structural systems, plumbing systems, heating systems, fire safety systems and lot grading
- Intermediate skills include: Analytical; Customer Service; Decision Making; Interpersonal; Mediation; Multitasking; Organizational; Prioritization; Problem Solving; Project Management; Public Relations; Record-keeping; Research; Time Management; Verbal Communication; Written Communication
- Basic computer literacy using the following systems and software: Microsoft Office Suite (Access, Outlook, Word), and the Internet
- Intermediate computer literacy using the following systems and software: permit and inspection tracking software (AMANDA and/or Accela)
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

Conditions of Employment (Both Levels)

- Satisfactory Criminal Record Check*

*Please note that this is a requirement of the position 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 for a hybrid work arrangement 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 2025 pay range:

PLANS EXAMINER I

- Pay Level: Level 7
- Yearly Salary: \$69,050.80 to \$82,755.40
- Hourly Pay Rate: \$37.94 to \$45.47

PLANS EXAMINER II

- Pay Level: Level 9
- Yearly Salary: \$79,206.40 to \$94,840.20
- Hourly Pay Rate: \$43.52 to \$52.11

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.

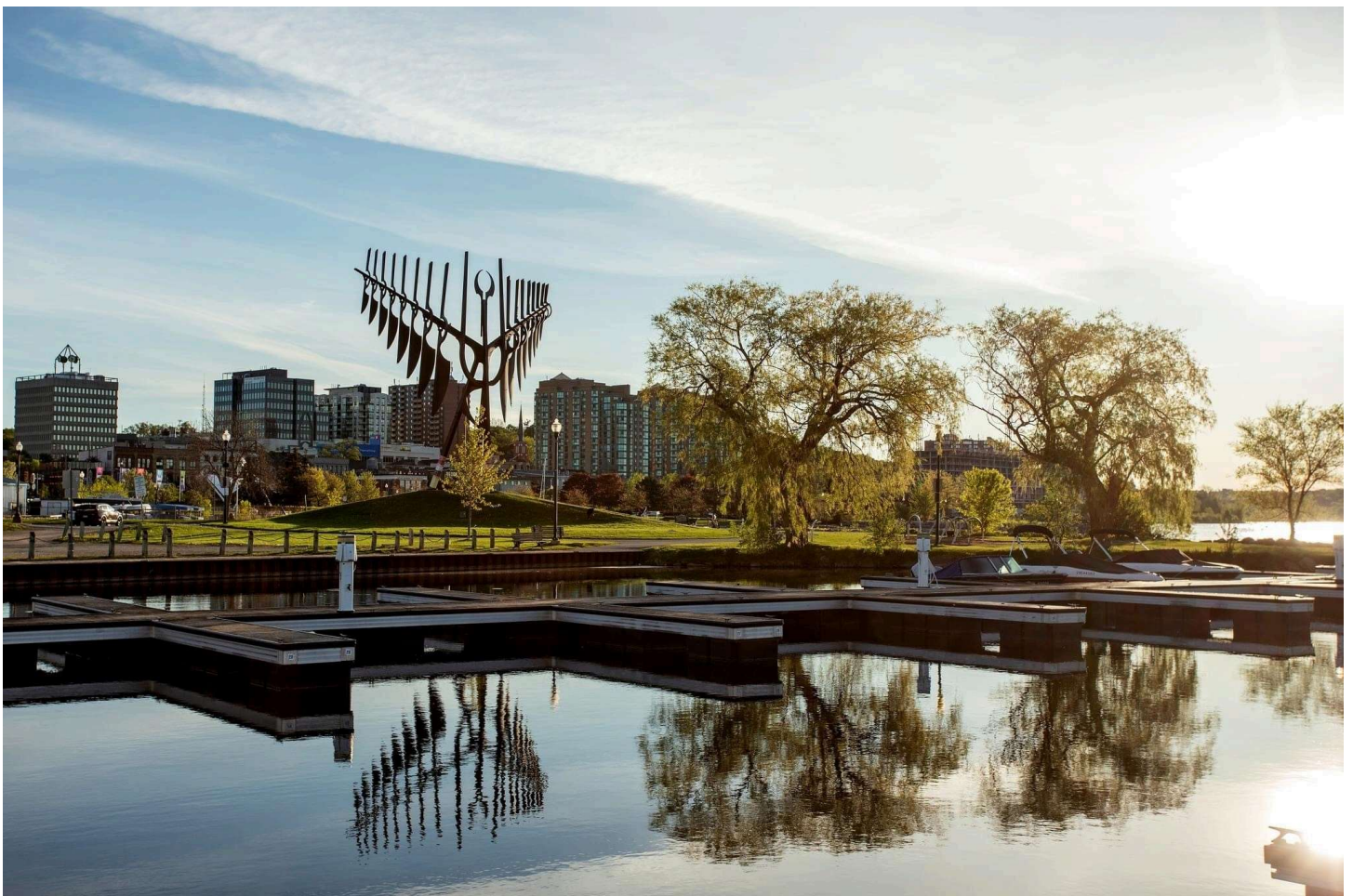
How to Apply: Click the 'Apply Now' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

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.



The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the job description by emailing [**HR.Recruitment@Barrie.ca**](mailto:HR.Recruitment@Barrie.ca).

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