

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) PLANS EXAMINER

Permanent Full Time

Job ID: C54-26

Location: Hybrid – Remote & Various locations throughout Dufferin County, 55 Zina Street, Orangeville

Job Type: Permanent Full-Time (Non-Union)

Deadline to Apply: 4:30 p.m. on June 25, 2026

Vacancy Type: Current Opening

Reporting to the Chief Building Official (CBO), the Plans Examiner is responsible for the administration and enforcement of provincial statutes and regulations applying to properties, including buildings, structures and their occupancy under their areas of responsibility, including but not limited to the Building Code Act, and the Building Code.

What we can offer YOU!

- A competitive hourly wage ranging between \$56.65 – \$66.26 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Perform plans examination of all buildings and structures requiring a building or demolition permit.
- Ensure compliance with the BCA, the OBC and other applicable legislation.
- Ensure provincially mandated timelines are met.
- Advise architects, engineers, designers and owners of non-conformities, contraventions and omissions.
- Review site plans and provide comments with respect to the OBC.
- Verify accuracy of energy forms.
- Calculate square footage for building permit fees.
- Review alternative solutions that employ design methods different from the prescriptive Building Code requirements for compliance with the Building Code.
- Making sure the proposed approach provides an equal or better level of
- performance to the prescribed provisions in the Building Code.
- Verify that the building or structure location is in compliance with the requirements of the local ordinances, fire separation regulations, fire access, and setbacks.
- Verify that use and occupancy classification, incidental use areas, accessory uses, and mixed occupancies are correct,
- Verify that special use and occupancy classification is correct.
- Verify that the type of construction is correct for the type of occupancy.
- Verify the actual height and floor area designs are within the allowable height
- and floor area limits.
- Verify exterior walls, openings, parapets, and projections conform to the fire-resistive requirements for the type of construction, location on the site, and proximity to other buildings.
- Verify compliance of lighting, ventilation, exhaust.

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- Verify that precautions are taken for safety at construction sites, i.e. demolitions.
- Verify accessibility of facilities and building comply with Code requirements for persons with disabilities.
- Verify that materials specifications comply with minimum code requirements and listings.
- Consult with permit applicants and the public with respect to the requirements of the Building Code
- Prepare and submit reports to the Chief Building Official
- Prepare and maintain data and records, both written and electronic, concerning all investigations, inspections, plan examinations and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws of the Corporation.
- Attend seminars, workshops and training courses as required and/or approved
- May be appointed by the Chief Building Official or the Director of Development and Tourism to act as Chief Building Official in the absence of such.
- Other duties as assigned

What you'll bring

- Two (2) year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent
- Provincial Certification of Qualification in Code Proficiency
- Certified Building Code Official (CBCO) status from the Ontario Building Officials Association
- Current membership in good standing with the Ontario Building Official Association
- Five (5) years' experience in building construction field
- Five (5) years' experience in municipal building code enforcement
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws
- Ability to resolve complex problems related to inspections
- Intermediate skills Microsoft Office (Outlook, Word and Excel) and building permit related software (preferably CityView)
- Excellent written and verbal communications skills with the ability to communicate with all levels of staff, stakeholders and the general public
- Excellent interpersonal skills with the ability to work in a team environment
- Excellent customer service skills with the ability to handle conflict
- Valid Class G driver's license and access to reliable transportation required
- Suitable work from home environment including reliable high speed internet
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping will also be required on a regular basis
- Previous municipal experience an asset
- Experience in Plans Examination an asset

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by July 13, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.