

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Senior Examiner/Inspector (Structural)

Department:	City Development
Classification:	1 Full-time, Permanent
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$50.57/hr. to \$56.19/hr.
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)
Date Posted:	Wednesday, December 17, 2025
Deadline to Apply:	Monday, January 12, 2026 by 12:00 noon

### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Examiner/Inspector (Structural).

The incumbent reviews building plans, specifications, calculations, and other design data pertaining to structural adequacy for all levels of complexity submitted pursuant to building permit applications, and coordinates their approvals. The incumbent also conducts site investigations and inspections for structural installations in industrial, commercial, institutional and multi-residential buildings, at the direction of the Supervisor, Building Inspections. All duties are carried out in accordance with the Professional Engineers Ontario Code of Ethics, the Professional Engineers Act, and applicable regulations.

### Primary Responsibilities

- Meets with and provides pre-application guidance to engineers, designers, owners and other applicants, to assist them in preparing structural submissions required for building permit applications.
- Examines structural plans, specifications, detailed drawings and other relevant material submitted with building permit applications for buildings of all levels of complexity, ensuring that the design proposals comply with the Ontario Building Code, the City’s Building By-law, and other defined applicable standards and policies.
- Prepares concise and descriptive responses verbally and in writing to applicants and/or engineers on the requirements for compliance with applicable law.
- Reviews and evaluates submissions by engineers and fire protection consultants for approval of building materials, structural systems and designs which fall outside the prescriptive requirements within the Ontario Building Code, but which one proposes as an alternative solutions to meet its intent. Makes recommendations as to their acceptance to the Chief Building Official, Manager, Building Services & Deputy CBO, and/or the Supervisor, Building Permits.
- Coordinates approval of defined permit applications within the Department, with other Departments/Divisions and with outside agencies to expedite them. Coordinates the issuance of conditional permits where appropriate.
- Assists and advises the Supervisor, Building Permits on Ontario Building Code interpretations and administrative matters. Obtains input from design professionals, contractors, other municipalities and the Ministry of Municipal Affairs, Building & Development Branch, where appropriate.
- Represents the municipality at Committee meetings relating to structural services (i.e., Ontario Municipalities Structural Advisory Committee (OMSAC).
- Verifies that building permit fees in relation to architectural and/or structural drawings are in accordance with established City policy, where applicable.

- Maintains a library of current regulations and information pertinent to building permit applications, including latest revisions to applicable laws.
- Conducts defined building inspections of the respective structural system to ensure compliance with approved permit drawings and applicable laws, including the Ontario Building Code and the City's Building By-law.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- University degree in Civil Engineering combined with a Professional Engineer designation.
- A member in good standing in The Professional Engineers of Ontario.
- Successful completion of the provincially mandated exam program administered or authorized by the Ministry of Municipal Affairs. In addition to successful completion of either of the courses entitled "General Legal/Process" or "Powers and Duties of a Chief Building Official", the incumbent possesses/obtains and maintains Provincial Building Code qualification in three of the following five categories of classification as prescribed by the building code for the types of buildings for which they will conduct plans review or inspections:
  - House
  - Small Buildings
  - Large Buildings
  - Complex Buildings
  - Buildings Structural (mandatory)
- Member in good standing with the Ontario Building Officials Association is an asset.
- Minimum five years experience in the design and/or review of structural building systems from a structural engineering consulting firm and/or municipal building regulatory environment.
- Considerable design experience with OBC referenced material design standards such as, but not limited to: A23.3 Design of Concrete Structures, S16 Design of Steel Structures, S304.1 Design of Masonry Structures, O86 Engineering Design in Wood, and S- 136 North American Specification for the Design of Cold-Formed Steel Structural Members.

### Knowledge, Skills and Abilities

- Detailed knowledge of building construction practices, structural engineering design and current materials technology. Adaptable to new and innovative designs and developing technologies.
- Extensive working knowledge and experience with the Ontario Building Code and referenced Standards with a detailed understanding and ability to interpret all the current technical regulations within the Code and Standards referenced therein.
- Extensive knowledge and application of regulations within the Occupational Health and Safety Act.
- Proficiency with electronic markup and review software, such as Bluebeam Revu or Adobe Acrobat Pro/Standard
- Ability to read and interpret all types of construction plans and structural specifications.
- Ability to prepare thorough, concise and descriptive written reports and recommendations.
- Well-developed organizational, communications and customer service skills.
- Well-developed decision-making and problem solving skills.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Ability to work independently with minimal supervision.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- In the performance of duties, must possess a valid Class "G" Ontario Drivers Licence. A clean driving record is preferred.

Compensation also includes the ability to work a hybrid remote schedule, a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

