



JOB POSTING NOTICE

Position:	Building Plans Examiner (vacancy)
Location:	87 John Street South, Aylmer, ON
Job Type:	Permanent, Full-Time
Salary Range:	\$57,485 to 69,869 (under review)
Application Deadline:	April 10, 2026, by noon (12:00 pm)

About Us

At Malahide, we are proud to serve a vibrant community rich in heritage, culture, and deep agricultural roots, being one of seven lower-tiered municipalities within Elgin County in Southwestern Ontario. As an organization, we are committed to delivering exceptional customer service founded on principles of integrity, respect, and teamwork.

Guided by innovation and collaboration, we work together to find better, more effective ways to achieve our goals. Our efforts, in alignment with Council's strategic objectives, ensure that we contribute meaningfully to the growth and success of our community. Join us in making a difference, where your contributions will help shape a thriving and progressive future for the Township of Malahide.

Position Overview

Reporting to the Manager of Building Services/Chief Building Official, the Building Plans Examiner is responsible for reviewing permit applications, interpreting construction drawings, and providing technical guidance to applicants, contractors, and the public. This role requires a strong understanding of building codes, construction methods, and municipal zoning regulations.

As a customer-focused organization, this role will play a vital part in the Building Department by building strong relationships and promoting a welcoming and supportive environment for all stakeholders.

Key Responsibilities

- Review and analyze building permit applications for compliance with the **Ontario Building Code (OBC)**, zoning by-laws, and municipal regulations.
- Assess structural, mechanical, plumbing, and fire safety systems in submitted plans.
- Identify deficiencies in permit applications and provide guidance on necessary revisions.
- Assist in the intake, processing, and tracking of permit applications using permit management software (e.g., **CloudPermit**)
- Respond to inquiries from applicants, contractors, and the public regarding building code requirements and permit processes.
- Collaborate with the building department to resolve compliance issues.

- Maintain accurate records and documentation related to plan reviews and approvals.
- Stay updated on changes to the Ontario Building Code, Fire Code, and municipal zoning regulations.

Qualifications

- College Diploma in Architectural / Engineering Technology or Construction Engineering Technology.
- The ability to register with the Ministry for Municipal Affairs and Housing in the following categories: General Legal and house
- Valid Driver's License.
- 1-3 Years municipal experience or private experience within the building/construction industry.

Skills and Competencies

- Knowledge of building codes, construction methods, and zoning regulations.
- Strong analytical and problem-solving skills to identify compliance issues.
- Proficiency in permit management software.
- Excellent verbal and written communication skills for interacting with the public and stakeholders.
- Ability to work independently and as part of a team in a fast-paced environment.

Why Join Us?

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.
- A supportive, flexible work environment dedicated to community impact.
- Benefits and OMERS Pension.
- Contribute to the safety and sustainability of the community.

How to Apply

Submit your resume and cover letter to hr@malahide.ca, Sue Loewen, Human Resources Manager. For more information, visit Malahide.ca or contact us at 519-773-5344 x. 229.

A detailed job description is available upon request.

We thank all applicants, however, only those selected for an interview will be contacted. Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*.

The Township will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Human Resources Manager. We thank all applicants, however, only those selected for an interview will be contacted

Posting Date: March 19, 2026