Residential Plan Examiner 1/2

Department: Development and Inspections, Planning, Property and Development
Designated Work Location: Unit 18-30 Fort Street - Hybrid with designated work location
Position Type: One (1) Permanent, Full-time; One (1) Temporary, Full-time (Term end date of June 2027); One (1) Temporary, Full-time (Term end date of December 31, 2026)
Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary: As per the C.U.P.E. Collective Agreement:

- Plan Examiner 1: $1,983.90 - $2,456.48 bi-weekly
- Plan Examiner 2: $2,419.05 - $2,985.21 bi-weekly

Employee Group: C.U.P.E.

Posting No: 127506
Closing Date: November 9, 2026

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at City of Winnipeg Benefits. We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse, skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

For the purpose of this recruitment, Equity may be a factor in selection. Consideration will be given to Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers.

In accordance with the applicable collective agreement(s), recruitment and promotion provisions will be considered prior to applying equity strategies. Where permitted, consideration will be given to qualified applicants who self-identify as members of the equity group(s) listed above.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the general supervision of the Supervisor of Permit Intake and Issuance, the Plan Examiner 1/2 will provide such functions individually or in combination:

- Examine plans (including specifications) for residential.
- Examine plans (including specifications) for small buildings and accessory structures on residential properties.
- Examine plans (including specifications) for complex systems in larger buildings to ensure compliance with the various by-laws, codes and regulations.

Positions at this level may be required to provide training and development to junior staff.

As the *Plan Examiner 1/2,* you will:

- Examine/check plans and specifications of residential dwellings, small buildings and some complex systems in larger buildings for compliance with various by-laws/codes/regulations, and within mandated service delivery timeframes.
- Prepare written reports and correspondence as required to convey information to designers, property owners, inspectors and others.
- Deal with architects and professional engineers, contractors, trades people, and the general public in matters related to the activities of the Branch.
- Organize and carry out assigned projects requiring coordination of plan examination functions with other Branches of the Division and with other areas of Plan Examination.
- Discuss plans with inspection staff and may perform inspections of installations with inspectors to ensure compliance.
- Evaluate new construction techniques, materials and technology to ensure they comply with the requirements of the by-laws, codes and other regulations.
- Provide training, development and support to Plan Examiners of lower classifications and Permit Technicians if required.

Your education and qualifications include:

1. FOR PLAN EXAMINER 1 - Must hold a diploma in Civil Engineering Technology (specialization stipulated as architectural/structural) or equivalent and two (2) years' prior related work experience in Architectural or structural drafting or design, project coordination or trade experience in residential, including experience in applying National Building Code required. Experience with Manitoba Building Code is considered an asset.
2. FOR PLAN EXAMINER 2 – Must hold a diploma in Engineering Technology (specialization stipulated as architectural/structural) or equivalent and four (4) years' prior related work experience in Architectural or structural drafting or design, project coordination or trade experience in residential experience in applying National Building Code required. Experience with Manitoba Building Code an asset.
3. Knowledge of construction methods, materials and principles in residential or commercial/industrial construction.
4. Knowledge of all required by-laws, codes and regulations and knowledge of the Manitoba Building Code and other building regulations.

5. Ability to read and interpret plans, blueprints and construction drawings.
6. Ability to interpret by-laws, codes and regulations and convey this information to others.
7. Ability to prioritize workloads and meet deadlines.
8. Ability to work under minimal supervision.
9. Ability to effectively communicate both orally and in writing.

***IMPORTANT**: Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service https://canalliance.org/en/ at application.

Conditions of employment:

1. The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a Certified Engineering Technologist designation.

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Online applications can be submitted at http://www.winnipeg.ca/hr/. For instructions on how to apply and how to attach required documents please refer to our FAQ's or contact 311.

Position Reports To: Manager of Housing Construction Permits

1. If and when this temporary position becomes permanent, the successful applicant to this bulletin will automatically receive this position and a further bulletin will not be necessary.
2. Classification commensurate with experience. Progression from Level 1 to Level 2 will be contingent upon completion of the appropriate work experience.
3. An eligibility list may be established to fill current and future permanent and temporary positions and will remain in effect for 12 months.
4. In accordance with the applicable collective agreement(s), internal recruitment and promotion provisions will be exhausted prior to accessing or applying eligibility lists established for the same position from other competitions.

Only candidates selected for interviews will be contacted.