



Position Description BUILDING INSPECTOR

Position Information

Position Title:	Building Inspector
Department:	Development Services Department
Reports To:	Manager of Building Services (Chief Building Official)
Hours of Work:	Monday to Friday office hours with occasional evenings
Date Completed:	January 23, 2020
Date Revised:	April 2025

Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Review and update

Position Summary

The Building Inspector ensures construction, renovation, demolition, and change-of-use projects comply with the Ontario Building Code, municipal by-laws, and other applicable laws. This role involves reviewing plans and conducting inspections to protect public health and safety, while supporting efficient, code-compliant construction within the Township.

Key Accountabilities

Operations

- Represent the Department with individual residents, developers, architects, builders, engineers and consultants.
- Respond to telephone and front counter inquiries regarding building permits and concerns from property owners, developers, contractors, and designers.
- Conduct required inspections, within legislated timelines, for the compliance of construction with the Ontario Building Code and maintain accurate records of permits issued and inspections completed.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and by-laws; work with the public to ensure structures are safe and ready for occupancy.
- Prepare accurate, detailed, and timely reports on all inspections carried out.
- Issue orders as required and ensure clear communication with respect to the remedy.
- Review building plans and specifications, advising applicants on changes necessary to achieve conformity to Township by-laws, the Ontario Building Code and other applicable laws.

- Advise applicants of missing documentation and/or non-compliance with the Building Code and other applicable laws, within legislated time frames.
- Maintain skills and knowledge of relevant legislation and construction practices at a high level by taking training through courses, seminars, workshops, etc.
- Monitor projects and ensure they are completed according to regulations and plans; interpret by-laws, regulations and the Ontario Building Code for contractors, designers and the public, as requested.
- Inspect and issue the appropriate Building Code Act orders in a correct, clear and concise manner whenever violations are found and ensure that the violations are corrected to satisfy the provisions of the Building Code Act, Ontario Building Code and related by-laws.
- Examine Building Code Act orders that are issued, ensuring they are in accordance with established procedures, i.e. preparation of evidence, presentation of documentation and recommendation of penalties before a judge or justice of the peace.

Key Performance Indicators:

- *Provides clear, timely, and helpful responses to inquiries from the public and industry professionals.*
- *Completes inspections in accordance with legislative timelines and departmental procedures and maintain accurate documentation of these inspections.*
- *Provides applicants with clear, constructive feedback to facilitate compliance.*
- *Actively participates in professional development opportunities, including courses and workshops.*
- *Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers.*

Knowledge, Skills & Experience

Education & Certification	<ul style="list-style-type: none"> • Registered Inspector with the Ministry of Municipal Affairs and Housing (MMAH), or eligibility to register, is required. • Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH) is required. • College diploma in Architectural Technology, Construction Engineering or an equivalent field is an asset. • Qualification in the following categories, as defined under Part 3 of Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH) is required: General/Legal Process; House; Plumbing – House and HVAC – House. • Qualification in the following categories, as defined under Part 3 of Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH) is an asset: Small Buildings; Building Structural; Plumbing – All Buildings; Detection, Lighting and Power; Building Services; Fire Protection; Large Buildings and Complex Buildings. • Eligibility for, and willingness to obtain and maintain, the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA) is an asset.
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Experience	<ul style="list-style-type: none"> • Minimum of 2-3 years of experience in a Municipal Building Department or a related field is an asset. • Thorough working knowledge of the Building Code Act, Ontario Building Code and Regulations regarding all types of building construction.
Skills	<ul style="list-style-type: none"> • Ability to read and comprehend construction drawings and site plans. • Ability to deal effectively, courteously and tactfully with the general public, construction industry professionals, and other outside agencies and will possess an ability to investigate, administer and enforce applicable law. • Excellent reporting and record management skills. • Ability to work independently with minimal supervision and in a team environment. • Ability to multi-task in a fast-paced environment and demonstrate proficient time management skills. • Strong computer skills, including Microsoft Office, GIS, and databases is required. • Possess and maintain a valid Ontario Class "G" Driver's Licence is required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approvals:

Approved By: _____
Manager of Building Services (Chief Building Official)

Approved By: _____
Director of Development Services

Approved By: _____
Chief Administrative Officer

Date: _____