

BUILDING INSPECTOR ASSOCIATE

Job ID: 52290

Job Category: Audit, Compliance & Inspections

Division & Section: Toronto Building, Inspections Services

Work Location: Various - See Below

Job Type & Duration: Temporary Full-Time, 18 months

Hourly Rate and Wage Grade: \$41.33 - \$45.26, Wage Grade 12

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 14

Posting Period: 12-Dec-2024 to 06-Jan-2025

Locations and Stream Information – Vacancies are anticipated at various locations across the City of Toronto including:

House & Small Buildings Stream

- 95 The Esplanade
- Etobicoke Civic Centre, 2 Civic Centre Court
- North York Civic Centre, 5100 Yonge Street
- Scarborough Civic Centre, 150 Borough Drive

Dedicated Enforcement Unit

- North York Civic Centre, 5100 Yonge Street

Job Summary:

Under the direction of the Senior Building Inspector, Supervisor, Manager or other Building Inspector Generalists, the Building Inspector Associate will inspect additions, alterations and renovations to single- and two-dwelling units, accessory buildings, garages and decks, for compliance with the reviewed permit plans, the Ontario Building Code, referenced standards and related legislation.

Major Responsibilities:

The primary responsibilities in the Building Inspector Associate position will be varied, and the incumbent will be expected to:

- Conduct detailed inspections of alterations and additions to small housing projects including; detached houses, semi-detached houses, row houses (containing a maximum of two dwelling units), new accessory buildings, private garages, and decks, for compliance with the issued permit plans, the Ontario Building Code, referenced standards, and applicable laws.
- Conduct detailed inspections, and coordinate with other divisions and agencies, to determine compliance with planning agreements, and Committee of Adjustment, Ontario Municipal Board, and Toronto Local Appeal Board decisions.
- Prepare detailed, accurate reports, and review consultants' field reports for accuracy and completeness.

- Organize workload, schedule inspections and document inspection results within the established timeframes, including the collection and attachment of photographs, documents and reports into the Division's computerized records management and tracking system using a remote computing device.
- Liaise with, contractors, architects, engineers and the public on the requirements of the Ontario Building Code Act, the Ontario Building Code, municipal By-Laws, and other applicable laws.
- Notify Senior Inspectors and the Ministry of Labour of unsafe working conditions or sites, and participate with the Senior Inspectors in investigations.
- Respond to enquiries from the public concerning requirements of the Ontario Building Code and applicable laws affecting new construction.
- Investigate complaints regarding contraventions of statutes, regulations and By-Laws.
- Issue Orders and Notices of Violation (Ticket Offence Notices).
- Monitor outstanding Orders, assists in determining when legal action is to be taken, and prepare pre-court letters and court briefs.
- Assists with evidence for presentation before the courts.
- Appear and give evidence, as required, before the Building Code Commission and Toronto Local Appeal Board (TLAB) on the Ontario Building Code Act, the Ontario Building Code and other applicable laws.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline pertinent to the job function such as architectural technology, building science or civil engineering technology, or an equivalent combination of education and experience.
2. Experience in the design and/or construction of houses or small buildings.
3. Experience reading and interpreting architectural, structural, mechanical or plumbing drawings.
4. Must possess and be able to maintain a valid Ontario Class "G2" or "G" Driver's Licence and access to a properly insured vehicle.

You must also have:

- Must possess or be able to obtain the following Ministry of Municipal Affairs & Housing Ontario Building Code qualification requirements for an inspector: Powers and Duties of a Chief Building Official (Legal) or General Legal and House.
- Knowledge of the Ontario Building Code, Ontario Building Code Act and other applicable legislation/construction standards.
- Ability to accurately read and interpret plans, specifications, by-laws and regulations.
- Excellent customer service and interpersonal skills, including the ability to deal effectively and courteously with customers, the general public, staff and the ability to maintain good relations in a team environment.
- Good oral and written communication skills.
- Ability to plan, organize and complete assigned duties accurately and within assigned timelines.
- Knowledge of municipal and interrelated government legislation, policies and procedures.

- Good computer skills and the ability to utilize software packages relevant to supporting the Division's core requirements, such as IBMS.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume through the job portal, quoting **Job ID 52290**, by **Monday, January 6, 2025**.

Toronto is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit jobs.toronto.ca or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://facebook.com/CityTOjobs).

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).