



Senior Building Inspector

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a significant contribution to the Building Division. Reporting to the Chief Building Official, the Senior Building Inspector will ensure compliance with the Ontario Building Code and applicable legislation.

Duties and Responsibilities

- Review and process applications for compliance with the Ontario Building Code and applicable legislation
- Ensure buildings are constructed in accordance with permit drawings and related documentation, applicable codes, acts and by-laws prior to final sign off.
- Issue building permits and inspect residential, commercial, institutional, industrial and agricultural structures to ensure compliance of construction with approved plans, Ontario Building Code and referenced standards.
- Conduct mandatory inspections to ensure adequacy of life safety, structural requirements, plumbing, septic and HVAC systems in new and renovated buildings.
- Investigate complaints relating to Building Code non-compliance, examine plans and specifications for compliance and obtain required government agencies' approvals prior to permit issuance.
- Initiate and/or issue orders under the Building Code Act (e.g. Order to comply, Order Not to Cover, Order to Remedy Unsafe Building etc.).
- Provide customer services by responding to customer inquiries and contentious issues raised in the field, at the counter, and on the telephone to tradespersons, homeowners, contractors, architects, engineers and the public on regulations and building permit processes.
- Maintain accurate reports, give evidence in court.
- Provide technical guidance to Building Inspectors and other department staff

Key Competencies and Qualifications

- Degree or diploma in Architecture, Building Science, or Civil Engineering, or a combination of training, education and experience deemed equivalent.
- Completed qualifications as referenced in Division C Section 3.1.4.1 in a category of qualifications set out in Column 2 Table 3.5.2.1, 2012 Building Code. Candidates will have completed General Legal Processes for CBO, House, Small Buildings, Large Buildings, Complex Buildings, Plumbing – House, Plumbing – All Buildings, Building Services, Building Structural, On-Site Sewage Systems and Detection, Lighting and Power.
- Designation or eligible for designation as a Certified Building Code Official is desirable (CBCO).
- Accreditation as a Certified Engineering Technologist (CET), Member of the Association of Architectural Technologist of Ontario (MATTO), or an equivalent professional designation is considered an asset.
- Minimum five (5) years progressively responsible experience in municipal building inspections, professional designer consultation, geotechnical and hydro-geological report evaluation, administration of the legal aspect of the BCA, permits and orders issuance, representation in courts, and customer service.
- Demonstrated knowledge of Ontario Building Code Act and Regulations and proven knowledge in all types of building construction.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the public.
- Possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public.
- Team oriented and possesses strong conflict resolution skills.
- Demonstrated proficiency with information technology including Microsoft Office Suite and Bluebeam.
- Possess a valid Ontario class 'G' driver's license in good standing.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

This position offers a salary range of \$88,361 to \$107,403 (2025 rates) working 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is January 29, 2025.

We thank all applicants for their interest. However, only those being considered 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 will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.