



Building Plans Examiner & Inspector

Job ID: 53456

Job Category: Audit, Compliance & Inspections

Division & Section: Toronto Building, Strategic & City Wide Priorities

Work Location: City Hall, 100 Queen Street West

Job Type & Duration: Full-time, 2 Permanent Vacancies, 1 Temporary Full-Time (18 months)

Hourly Rate and Wage Grade: \$51.19 - \$56.07, TF5243, Wage Grade 16

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 3

Posting Period: 10-Feb-2025 to 10-Apr-2025

Information Session:

All interested applicants are invited to attend a Virtual Information Session designed to provide you with a comprehensive overview of the Building Plans Examiner & Inspector role within the Toronto Building Division. This session will provide you with an opportunity to:

Learn About the Role: Gain a deeper understanding of the Building Plans Examiner & Inspector position and its core responsibilities.

Connect with Hiring Managers: Interact with our Hiring Managers who will discuss the qualities and skills we value in candidates for this role.

Ask Questions: We encourage you to come prepared with any questions you may have about the role or the organization.

Session #1

Date: February 19, 2025

Time: 12:00PM - 1:00PM EST

Register Below:

<https://toronto.webex.com/weblink/register/rea58afeda0ccce0186c055f34c2b1baa>

Session #2

Date: March 18, 2025

Time: 12:00PM - 1:00PM EST

Register Below:

<https://toronto.webex.com/weblink/register/r4c3b322191c493f6d0615a3f6fe5fd4c>

Major Responsibilities:

Reporting to the Supervisor in Express Services, the **Building Plans Examiner & Inspector** will examine, review and approve building, sign plans and specifications submitted for compliance with the City's Zoning bylaws, Ontario Building Code and other applicable bylaws and legislation.

- Examines, reviews, signs and approves building permits within specified timelines for houses and other buildings governed by the Ontario Building Code.
 - Signs permit applications and specifications submitted for compliance with the City of Toronto Zoning and Sign By-laws, the Ontario Building Code and other applicable Laws.
 - Responds to and investigates complaints, initiates reinforcement of non-conformity, issues Notice of Violation when buildings and signs are not in compliance.
 - Conducts on-line research and field investigations of property information and by-laws to ascertain compliance.
 - Carries out site inspections within specified timelines as governed by the Ontario Building Code to confirm that buildings and signs erected under permit conform to approved plans, related by-laws and legislation. Prepares examiners' notices and documents examination details.
 - Records and updates application information into the divisional data base.
 - Liaises with applicants, sign and building owners, other divisions, agencies and all levels of government.
 - Analyzes, verifies and applies information collected from City Council, Committee of Adjustment and Sign Variance Committee decisions, including decisions of the Chief Building Official on First Party Sign Variances. Provides written and verbal comment to members of City Council, the Committee of Adjustment, the Sign Variance Committee, management, permit applicants, sign installers, the public and industry groups regarding interpretation of the Sign and Zoning By-laws, the Ontario Building Code and other applicable Laws.
 - Resolves conflict and offers possible solutions to ensure compliance.
 - Performs calculations to evaluate land use restrictions, construction costs, permit fees and applicable charges, and evaluates signage restrictions such as sign face area, height, setbacks and radial distances. Prepares related correspondence.
 - Maintains records and answers inquiries related to buildings governed by the Ontario Building Code, and relevant by-laws and legislation. Represents the Division at various committees and meetings.
 - Issues Notices of Violation under the Sign By-law and/or Orders under the Ontario Building Code when buildings and signs do not comply with respective by-laws, code and legislation.
 - Appears and gives evidence in court on Building Code and other building regulatory matters and gives presentations at the Building Code Commission in matters of disputes over interpretation of the Building Code.
 - Issues Certificates of Offence and Summons under Part I and Part III of the Provincial Offences Act in response to deficiencies.
 - Utilizes alternate dispute resolution and/or mediation techniques when problem solving and addressing bylaw infractions.
 - Responds to and investigates complaints for non-conformity to the respective by-laws, code and legislation and provides information, guidance and required documentation to complainants.
 - Collects and documents evidence, including photographs and written notes for Provincial Court, Committees of Council, the Committee of Adjustment or the Sign Variance Committee.
 - Prepares reports and gives evidence in Provincial Court, the Committee of Adjustment and the Sign Variance Committee on matters related to Zoning and Sign By-laws, Ontario Building Code, and related applicable Laws.
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- Initiates enforcement action under the Provincial Offences Act and serves Notice(s) of Offences and Summonses.
- Trains and mentors new staff.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary education in a relevant discipline (e.g. planning, architectural technology, building science or civil engineering technology), or the equivalent combination of education and/or experience.
2. Experience reviewing plans for compliance with Building Codes and/or Municipal By-Laws; or experience conducting investigations and taking appropriate enforcement action to ensure compliance with Building Codes and/or Municipal By-Laws.
3. Experience reading and interpreting engineering plans, architectural plans, landscape drawings and/or legal documents.
4. Experience with performing building inspections of houses and small buildings; or, related experience in the construction and renovation industry.
5. Must possess and be able to maintain a valid Ontario Class "G2" or "G" Drivers 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, House, and Small Buildings.
 - Ability to read and interpret building plans, sign plans, and specifications.
 - Ability to interpret and apply regulations and requirements including, Zoning By-laws, Sign By-laws, the Ontario Building Code and other applicable law.
 - Ability to present written and verbal comments to members of City Council, Committee of Adjustment, Sign Variance Committee, Management and other staff.
 - Ability to utilize a variety of software applications such as the Microsoft Office Suite (Word, PowerPoint, Excel), to prepare reports and conduct data entry functions using a database (e.g. IBMS) with speed and accuracy.
 - Excellent interpersonal, problem solving and conflict management skills with the ability to effectively and courteously engage staff, councillors, the general public and all levels of staff by telephone, in person and in writing.
 - Excellent organizational, analytical, and teamwork skills with the ability to set priorities, coordinate a diverse workload and meet tight deadlines with minimal supervision.
 - Knowledge in the application of the Ontario Occupational Health and Safety Act and Regulations relevant to construction.
 - Ability to handle confidential and sensitive information with discretion and tact.
 - Physically capable of performing required duties and ability to work in all weather conditions.
 - Ability to set up and maintain manual and computerized filing systems.
 - Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity, and respectful workplaces.
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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/job/Toronto-BUILDING-PLANS-EXAMINER-&-INSPECTOR-ON-M5H-2N2/589389217/>. To apply online, submit your resume through the job portal, quoting **Job ID 53456**, by **April 10, 2025**.

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](#).
