

Building Inspector Specialist

Job ID: 54037

Job Category: Audit, Compliance & Inspections

Division & Section: Toronto Building, Inspection Services

Work Location: Scarborough Civic Centre, 150 Borough Drive

Job Type & Duration: Full-time, 1 Permanent vacancy

Hourly Rate: \$54.53 - \$59.02, TF0215

Shift Information: 35 hours per week, Monday to Friday

Affiliation: L79 Full-time

Number of Positions Open: 1

Posting Period: 14-Mar-2025 to 11-Apr-2025

Location Information: Vacancies are anticipated at various locations across the City of Toronto, including:

- 95 The Esplanade
- North York Civic Centre, 5100 Yonge Street
- Etobicoke Civic Centre, 2 Civic Centre Court

Job Summary:

Reporting to the Supervisor, Inspection Services, the Building Inspector Specialist will conduct site inspections of industrial, commercial, institutional, multi-unit residential buildings and Part 3 buildings as required to ensure compliance with the approved plans, Ontario Building Code and referenced standards and related legislation.

Major Responsibilities:

- Inspects large and complex industrial, commercial, institutional and multi-unit residential buildings to ensure compliance of construction and demolition with the approved plans, the Ontario Building Code, referenced standards, and applicable laws, within the timeframes specified in the legislation. Monitors progress of work.
 - Organizes workload, schedules inspections and documents inspection results, including the collection and attachment of photographs, documents and reports in the Divisions computerized records management and tracking system.
 - Co-ordinates joint inspections with inspectors and fire prevention officers and assumes a lead role.
 - Conducts comprehensive inspections of fire sprinkler, standpipe and other life safety systems as regulated in the Ontario Building Code.
 - Inspects and verifies the installation and testing of fire alarm and suppression systems.
 - Investigates complaints regarding contraventions of statutes, regulations and By-Laws.
 - Inspects fire damaged or unsafe buildings to determine the extent of damage and the need for repairs or replacement.
 - Inspects structural collapses and collaborates with owners, consultants, insurers, the Ministry of Labour (MOL) and other agencies involved.
 - Inspects single family dwellings as required and investigates complaints.
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- Inspects for partial occupancy clearances and Liquor Licences clearances.
- Inspects on-site materials and verify that materials, method of construction and conditions satisfy the design specifications, meet approved standards and is in compliance with the Ontario Building Code.
- Reviews permit plans for compliance with the Ontario Building Code and referenced standards.
- Approves alternate design and equipment substitutions that vary from approved plans.
- Provides instruction to contractors, architects, engineers and the public on the regulations and required construction practices.
- Prepares detailed, accurate and timely reports and deficiency lists. Reviews consultants' field reports for accuracy and completeness.
- Issues appropriate Orders to Comply and monitor outstanding Orders to ensure timely enforcement within statute of limitation period.
- Initiate pre-court hearings, recommend legal action to be taken, prepare court briefs, attend and present evidence in court when legal action is required to obtain compliance.
- Appears and gives evidence at pre-trial proceedings such as mediation and discoveries; also appears before tribunals such as the Building Code Commission, and the Ontario Municipal Board on matters related to the Building Code Act, the Building Code and applicable laws.
- Represents the City of Toronto's interest in civil litigation.
- Advises Ministry of Labour of unsafe working conditions or sites and participates in investigations.
- Responds to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting new construction.
- Attends meetings with other City divisions, members of Council, provincial bodies, external agencies/organizations and the public regarding building related development or complaints.
- Makes recommendations to improve divisional policies, procedures and practices.
- Represents the Division at various committees, hearings and meetings.
- Attends to complaints (e.g. civil disputes, encroachments, noise, etc.).
- Trains and mentors staff.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline such as architectural technology, building science or civil engineering technology, or an equivalent combination of education and/or experience.
 2. Considerable experience with conducting inspections of buildings such as; large and /or complex buildings, residential, commercial use and/or institutional use buildings.
 3. Considerable experience in reading and interpreting building permit drawings, specifications and building code requirements for large and/or complex buildings, residential, commercial use, and / or institutional use buildings.
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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, Building Services, Building Structural, Complex Buildings and Large Buildings.
- Considerable knowledge of the construction of all building types, including the work performed by various professionals and sub-trades on a construction project.
- Knowledge of the Ontario Building Code, Ontario Building Code Act, including life safety systems, and other applicable legislation/construction standards.
- Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Knowledge of the responsibilities and the jurisdiction of other Departments, Provincial and Toronto Agencies.
- Ability to read and interpret plans, specifications, codes and By-Laws.
- Strong oral and written communication skills with the ability to submit oral evidence in court, as well as prepare concise, accurate reports and correspondence.
- Ability to deal effectively and courteously with customers, general public and all levels of staff by telephone, in person and in writing.
- Skilled in the use of computer technologies.
- Good interpersonal, problem solving and conflict management skills.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.
- 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 support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

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://www.linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://www.facebook.com/CityTOjobs).

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-INSPECTOR-SPECIALIST-ON-M1P-4N7/590440217/>. To apply online, submit your resume through the job portal, quoting **Job ID 54037**, by **April 11, 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](#).
