



## **Building Inspector II (Residential/Small Buildings) Development Services**

### **Position Summary**

Reporting to the Manager, Building Inspections this position is responsible for compliance inspections of various stages of construction of all housing and small buildings and related building systems, works, fixtures and service systems appurtenant to buildings regulated by Part 9, Division B of the Ontario Building Code (OBC). This position is also responsible for area surveillance.

### **Major Job Responsibilities**

Ensure inspections are completed within the time frames mandated by the Ontario Building Code

- Review and inspect the structural, architectural and life safety components of Part 9 residential and small buildings to ensure conformance with the OBC and related standards.
- The construction, extension, material alteration, repair, demolition or the change of use of all heating, cooling, ventilation, air-conditioning, and plumbing building systems, works, fixtures and service systems appurtenant to buildings regulated by Part 9 Division B of the OBC and any accessory buildings, as an appointed inspector under the Building Code Act
- Organizes and prioritizes inspection requests, provides deficiency list to builder/contractor and enters inspection results into the database system for the purpose of maintaining accurate and current inspection records
- All unsafe buildings and buildings damaged by fire, wind, snow, earthquake, collision, impacts, etc. as an appointed inspector under the Building Code Act
- Provides back-up for other building inspection disciplines as required

### **Customer Service**

- Provides interpretation and guidance with code related issues for both internal and external clients as it relates to the structural, architectural and life safety components of Part 9 buildings to ensure conformance with the OBC and related standards.
- Liaise with property owners, contractors, engineers, architects and other departments on matters related to construction activity.
- Monitor an assigned area for building construction and/or alterations without a permit

### **Building Code Violation Enforcement**

- Investigate and respond to complaints from the public relating to the Ontario Building Code
- Preparation, Issuing and posting of orders pursuant to the Act; prepares prosecution fact sheets and attends Court in legal proceedings as a witness for the Town

### **Education and Experience**

- Post-secondary advanced Diploma in Architectural Engineering Technology or equivalent education and knowledge in the construction industry
- Post-secondary Degree in Architectural Engineering/Civil Engineering is preferred
- Registered as an Architect or Professional Engineer and in good standing within the Ontario Association of Architects or the Professional Engineers of Ontario is preferred
- Three (3) years of experience as a Municipal Inspector with a broad comprehension of all building systems
- Five (5) years Municipal inspector and relevant experience in Architectural design and construction is preferred
- The following Ministry of Housing - Qualified - Building Code Identification Number (BCIN) are required:
  - General Legal/Process
  - Small Buildings
  - Building Structural
  - House
  - Plumbing House
  - HVAC House
  - Plumbing All Buildings
  - Building Services
  - Detection, Lighting and Power
- The following would be considered an asset:
  - Ministry of Housing - Fully qualified - Building Code Identification Number (BCIN);
  - Certified Building Code Official (CBCO) with the Ontario Building Code Officials Association;
  - Registered Architect - OAA
  - Professional Engineer (Structural) - Professional Engineers of Ontario;
  - Certified Engineering Technologist (C.E.T) with the Ontario Association of Certified Engineering Technicians and Technologist; and/or

- Member Association of Architectural Technologist Ontario (M.A.T.T.O)
- Detailed working knowledge of the Building Code Act, and all sections of the Ontario Building Code and other building-related legislation/regulations/by-laws and related inspection processes; traditional and contemporary issues in the building industry; building design and construction principles; municipal government; the Occupational Health and Safety Act; and related construction regulations
- Excellent written and verbal communication skills
- Excellent interpersonal and conflict resolution skills
- Strong organizational, record keeping and time management skills
- Ability to work independently and within a team in a fast paced environment
- Ability to meet conflicting deadlines and multiple project assignments
- Ability to read and interpret architectural, structural, and mechanical drawings, specification and reports
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to submit a Criminal Records Check upon employment
- A valid Ontario Driver's License Class "G" with a satisfactory driving record; use of own vehicle required
- Detailed working knowledge of the Building Code Act and all sections of the Ontario Building Code is preferred
- Proficient and experienced using AMANDA software is preferred
- Experience with electronic plans review systems BlueBeam is preferred

#### **Additional Details**

- While this posting is for a Building Inspector Level 2, candidates who do not meet all qualifications may be considered for a Building Inspector Level 1 position, based on experience and qualifications.

**Salary Range:** \$75,374 - \$94,218 (based on 35-hour work week)

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Current Employment Opportunities section. The job posting closes at 12:00 am on May 6, 2025. **Interested applicants, please ensure to apply by 11:59 pm on May 5, 2025.**

**Internal Applicants:** If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

#### **About Milton**

The Town of Milton offers an opportunity to participate in a hybrid remote work from home program.

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for [Milton 2051](#): a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.