



**POSITION TITLE: BUILDING INSPECTOR & BY-LAW ENFORCEMENT OFFICER
(LEVEL – INTERN, I, II)**

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: CHIEF BUILDING OFFICIAL

CATEGORY: PERMANENT FULL-TIME

UPDATED: JULY 2023

HOURS OF WORK: 35 HOURS/WEEK

RATE OF PAY: \$32.94/hr (Intern), \$38.81/hr (Level I), \$42.89/hr (Level II)

CLOSING DATE: SUNDAY, MAY 4, 2025

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. The purpose of this position is to ensure public safety through the examination of plans and specifications, and to provide building and property inspections in accordance with the Building Code Act, the Ontario Building Code and related Regulations, and By-laws. The Building Inspector must comply with the Municipal Code of Conduct and the Supplementary Code of Conduct for Building Inspectors and present a professional, positive, knowledgeable, and conscientious manner to the public at all times.

Under the direction of the Chief Building Official, the Building Inspector is responsible for the enforcement of the Building Code Act, the Ontario Building Code and related Regulations and by-laws by inspecting at specific stages of construction, alteration, renovation, and demolition of all classifications of buildings, for the purposes of issuing permits. The Building Inspector will also investigate alleged or suspected violations and issue orders when necessary. In the course of their duties, the Building Inspector will collect and document evidence regarding compliance for the purposes of permit issuance, inspections, and resolution of violations.

Where it is not explicitly stated, it is expected that each level can undertake all requirements of the previous level(s) as well as what is listed under the requirements for that position.

EDUCATION, SKILLS & TRAINING:

- Three-year diploma in civil, construction engineering, architectural technology, or related discipline.
- Must possess and maintain a valid Class “G” driver’s license with the ability to provide a driver’s record abstract.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Customer service skills with the ability to use tact and diplomacy in difficult situations.
- Good problem-solving and analytical skills, combined with the ability to adapt to change.
- Self-motivated with the ability to research and stay current in knowledge and skills.
- Working knowledge of the Occupational Health and Safety Act and regulations, with a demonstrated commitment to enhancing a safety culture.
- Knowledge of the Building Code, the Building Code Act, and applicable laws.
- Ability to read and comprehend plans, details, specifications and required building construction and civil engineering/architectural drawings.
- Strong attention to detail, particularly regarding plans and drawing review and inspections.

Intern

- May be registered with the ministry under the intern program as per Div. C Part 3 of the OBC. 3.1.4.3, (1). Or be qualified to be an Intern under OBOA requirements.
- Have and maintain a BCIN with the Ministry of Municipal Affairs and Housing with the successful completion of:
 - General or CBO legal.
- Basic skills for Microsoft Office (Word, Outlook and Excel), and building permit related software (preferably City View), and GIS software.

Level I

- Must be registered with the director as defined in the BCA and qualified in the category of qualifications set out in column 2 of table 3.5.2.1. of Div. C Part 3 of the OBC.
- Must have and maintain a BCIN with the Ministry of Municipal Affairs and Housing with successful completion of:
 - General or CBO legal.
 - House. (Or small buildings)
 - Plumbing house. (Or plumbing all buildings)
 - HVAC house. (Or building services)
 - Building structural.
 - On-Site Sewage
- Intermediate skills for Microsoft Office (Word, Outlook and Excel), and building permit related software (preferably City View), and GIS software.

Level II

- Must be registered with the director as defined in the BCA and qualified in the category of qualifications set out in column 2 of table 3.5.2.1. of Div. C Part 3 of the OBC.
- Accredited with the Ontario Building Officials Association as a Certified Building Code Official (CBCO) in Part 9 and Part 3 of the OBC.
- Must have and maintain a BCIN with the Ministry of Municipal Affairs and Housing with successful completion of:
 - General or CBO legal.
 - House. (Or small buildings)
 - Plumbing house. (Or plumbing all buildings)
 - HVAC house. (Or building services)
 - Building structural.
 - On-Site Sewage

- Small buildings.
- Large Buildings.
- Complex buildings.
- Plumbing all buildings.
- Building services.
- Detection, Lighting, and Power. (Fire Protection)
- Intermediate skills for Microsoft Office (Word, Outlook and Excel), and building permit related software (preferably City View), and GIS software.

EXPERIENCE

Intern

Experience related to building inspection would be considered an asset.

Level I

A minimum of two (2) years of related building inspection experience.

Level II

A minimum of three (3) years of related building inspection experience.

KEY RESPONSIBILITIES AND DUTIES:

Where it is not explicitly stated, it is expected that each level can undertake all requirements of the previous level(s) as well as what is listed under the requirements for that position. The following key responsibilities and duties apply to all three levels of Inspector, but each level is expected to achieve a different minimum standard:

Intern	Level I	Level II
<p>Competent: Has all necessary knowledge & skills and successfully applies them to jobs and tasks; not expected to handle complex tasks/issues.</p>	<p>Proficient: Knowledge & skills frequently exceed requirements of current level and consistently achieves high results; expected to handle complex tasks/issues with assistance.</p>	<p>Excellent: Knowledge and skills far exceed requirements of current level and are expertly applied to jobs and tasks, achieving excellent results; expected to handle complex tasks/issues.</p>
<p>With Assistance: Requires supervision but trying to make suggestions, take action without direction and makes efforts to act independently;</p>	<p>With Limited Assistance: Makes suggestions, take action without direction, and can act independently.</p>	<p>With Little or No Assistance: Makes valuable and creative suggestions without being prompted; extremely successful outcomes as a result of independent actions.</p>

Intern

Review of Applications and Inspections

- Read, understand, and interpret construction drawings with assistance.
- Ability to interpret various By-laws such as the Sign By-Law, Zoning By-law, property standards By-law, and Building By-Law with assistance.
- Read, understand, and interprets development agreements with assistance.
- Use appropriate software to calculate fees and provide accurate reviews of application plans with assistance from a Building Inspector or Supervisor/CBO.

- Conduct inspections of issued permits during construction (under supervision) and demonstrate competence in this task.
- Interact with contractors and builders with support from a Building inspector or Supervisor/CBO. Contentious issues are usually handled by a Building Inspector or Supervisor/CBO.
- Demonstrate competence in enforcing OBC standards and ensuring that projects are constructed in compliance with OBC.

Recordkeeping and Maintenance

- Ensure application drawings plans and agreements inspection or other information is placed correctly in permit software files.

Communication

- Competence in written and oral communication and tact in meeting the public.
- Competence in communicating clearly and concisely using appropriate describing words and grammar to convey concepts and ideas in written form (i.e. memos, email, etc.) and verbally, where information can be distinctly understood by the intended audience.
- Competence in mediation and conflict resolution.

Technical Knowledge

- Demonstrate a basic understanding of the OBC and other applicable laws and By-Laws.

Legislative Knowledge

- Limited understanding of Acts, Regulations, By-laws, Standards, and Policies relevant to work tasks.

Prioritization

- Ability to undertake a few assignments at a time and demonstrates competence in prioritizing work tasks.

Level I

Review of Applications and Inspections

- Read, understand, and interpret construction drawings with limited assistance from Building Inspector II. or CBO
- Read, understand, and interpret development agreements with limited assistance.
- Ability to interpret various By-laws such as the Sign By-Law, Zoning By-law, property standards By-law, and Building By-Law.
- Use appropriate software to calculate fees and provide accurate reviews of application plans with limited assistance from Building Inspector II or Supervisor/CBO.
- Conduct inspections of issued permits during construction and demonstrate competence in this task.
- Interact with contractors and builders, Contentious issues are usually handled by the Building Inspector I with assistance of Building Inspector II or Supervisor/CBO when required.
- Demonstrate competence in enforcing OBC standards and ensuring that projects are constructed in compliance with OBC.

Technical Reports

- Write technical reports with proficiency for topics such as interpretation of OBC for designers and builders with assistance of Building Inspector II or Supervisor/CBO when required.

Development/Site Plan Review

- Demonstrated ability to effectively review drawing submissions for subdivisions, site plans for compliance with applicable laws and standards with limited assistance and few additions required.

Communication

- Proficiency in written and oral communication and tact in meeting the public.
- Proficiency in communicating clearly and concisely using appropriate describing words and grammar to convey concepts and ideas in written form (i.e. memos, email, technical reports, etc.) and verbally, where information can be distinctly understood by the intended audience.
- Proficiency in mediation and conflict resolution.

Technical Knowledge

- Demonstrate a good understanding of the OBC and other applicable laws and By-Laws.

Legislative Knowledge

- General understanding of Acts, Regulations, By-laws, Standards, and Policies relevant to work tasks and ability to apply legislation and make decisions without contravening legislation with limited assistance.

Prioritization

- Ability to undertake many assignments at a time and demonstrates proficiency in prioritizing work tasks.

Level II

Review of Applications and Inspections

- Read, understand, and interpret construction drawings with limited assistance from Supervisor/CBO.
- Read, understand, and interpret development agreements with little to no assistance.
- Ability to interpret various By-laws such as the Sign By-Law, Zoning By-law, property standards By-law, and Building By-Law.
- Use appropriate software to calculate fees and provide accurate reviews of application plans with limited assistance from Supervisor/CBO.
- Conduct inspections of issued permits during construction and demonstrate excellence in this task.
- Interact with contractors and builders, Contentious issues are usually handled by the Building Inspector II with assistance of Supervisor/CBO when required.
- Demonstrate excellence in enforcing OBC standards and ensuring that projects are constructed in compliance with OBC.

Technical Reports

- Write technical reports with excellence for topics such as interpretation of OBC for designers and builders with assistance of Supervisor/CBO when required.

Development/Site Plan Review

- Demonstrated ability to effectively review drawing submissions for subdivisions, site plans for compliance with applicable laws and standards with little to no assistance and very minor additions required.

Communication

- Excellence in written and oral communication and tact in meeting the public.

- Excellence in communicating clearly and concisely using appropriate describing words and grammar to convey concepts and ideas in written form (i.e. memos, email, technical reports, etc.) and verbally, where information can be distinctly understood by the intended audience.
- Excellence in mediation and conflict resolution.

Technical Knowledge

- Demonstrate a thorough understanding of the OBC and other applicable laws and By-Laws.

Legislative Knowledge

- Excellent understanding of Acts, Regulations, By-laws, Standards, and Policies relevant to work tasks and ability to apply legislation and make decisions without contravening legislation with little to no assistance.

Prioritization

- Ability to undertake many assignments at a time and demonstrates excellence in prioritizing work tasks.

Intern	Level I	Level II
Frequent supervision	Some Supervision	Limited supervision
Some work without assistance	Broad range of work without technical assistance	All work functions without assistance
Most work is reviewed by Building Inspector or Supervisor/CBO prior to finalization and numerous comments are expected.	More difficult tasks reviewed by Supervisor or CBO prior to finalization and little review of simpler tasks prior to finalization and limited comments are expected.	Little review of work tasks with few comments expected
Not authorized to deviate outside of prescribed practices, standards, and approved designs, but makes observations and recommends various courses of action to Building Inspector or Supervisor/CBO. Shall always report variances to supervisor.	Where demonstrated experience and prior approval has been provided, authorized to discuss alternate solutions to prescribed practices, standards, and approved designs externally and authorized to make changes on a limited basis without consultation with supervisor. Where prior approval and demonstrated experience has not been provided, authorized to discuss alternate solutions or designs externally, but not authorized to make changes or deviate from prescribed practices, standards, and approved designs without consultation with and approval from supervisor. Shall always report variances to supervisor.	Where demonstrated experience and prior approval has been provided, authorized to discuss alternate solutions to prescribed practices, standards, and approved designs externally and authorized to make changes on a limited basis without consultation with supervisor. Where prior approval and demonstrated experience has not been provided, authorized to discuss alternate solutions or designs externally, but not authorized to make changes or deviate from prescribed practices, standards, and approved designs without consultation with and approval from supervisor. Shall always report variances to supervisor.

WORKING RELATIONSHIPS:

Internal

Frequent communication with personnel in other divisions and departments.

External

Frequent liaison with residents, builders, contractors, developers, and consultants

Frequent dealings with the public investigating complaints/inquiries and resolving concerns/problems in the field through personal contact.

WORKING CONDITIONS:

- Will be working in an office setting frequently. May be seated for extended periods (2-3 hours) but with the ability to take breaks.
- Frequent and regular local travel required.
- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Additional hours beyond the normal working day due to project demands may be required.
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at different facilities requiring travel.
- Occasional moderate physical exertion.
- Work may include locations with exposure to sensory elements including waste materials and smells.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.