

City of Kingston

Building and Plumbing Inspector

Job Number: J0425-0132

Bargaining Unit: CUPE

Job Type: Regular Full-time

Salary: \$40.65 - \$47.72/Hour

Comprehensive Benefit Plan paid by employer
Defined Benefit Pension Plan-OMERS

Hours of Work: 35 hrs/week

Closing Date: April 30, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.



Position Summary

**** Please note the rates of pay for this position is currently covered under a temporary Market Adjustment rate. This adjusted rate will be reviewed and evaluated December 31, 2025; therefore, it is not permanent and not guaranteed.****

The Building and Plumbing Inspector is responsible for conducting plan reviews and site inspections at various stages of construction ensuring buildings, structures, uses, and related systems are in compliance with the approved permit documents, plans and specifications; the Building Code Act and building code as amended Ontario Building Code (OBC); any referenced standards/documents and related legislation.

KEY DUTIES & RESPONSIBILITIES:

Review construction plans, specifications and reports from designers, engineers and architects to establish compliance with the OBC, municipal regulations and applicable standards.

Issue permits and complete site inspections for residential, institutional, commercial and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire and safety.

Serve notice stating specific defects to owners or to other appropriate parties when standards do not comply with the regulations and by-laws.

Review construction projects to confirm compliance to Ontario Heritage Act.

Coordinate and prioritize workload and monitor construction activity in assigned geographic area including review of site plans, blueprints and specifications.

As a Provincial Offences Officer, enforce Ontario Building Code (OBC) requirements through the courts where necessary.

Liaise and maintain good public relations with department clientele including architects, engineers, lawyers, the public, other departments and government agencies.

Other duties as assigned.

Qualifications, Competencies

3 year Diploma in Civil Engineering Technology, Architectural Technology, or equivalent.

Successful completion of the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing, in accordance with the Building Code Act (BCA) and the building code in the categories of qualifications set out in the building code as follows:

- General legal/processes or powers and duties of Chief Building Officials
- House

Preference will be given to applicants who have also successfully completed the following:

- HVAC House
- Small Buildings
- Plumbing All Buildings
- Large Buildings
- Complex Buildings
- Building Structural, and
- Building Services

Failure to successfully obtain the above qualifications within 12 months will impact the employees continued employment with the City.

4 years' experience with the BCA, the Building Code, and pertinent by-laws, regulations and statutes with a minimum of two (2) years Municipal experience.

Certified or eligible for certification in the following:

- Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist
- Association of Architectural Technologists of Ontario (AATO) as an Accredited Architectural Technologist
- Ontario Building Officials Association (OBOA) as a certified Building Code Official

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

Excellent verbal and written communication, interpersonal and conflict resolution skills with a demonstrated ability to deal professionally with a diverse public, City Staff, Members of Council, and the ability to prepare and give evidence in court.

Excellent organizational skills and the ability to coordinate and prioritize inspection functions to achieve efficient and effective time management.

Demonstrated ability to prepare concise, detailed and accurate plan review letters and inspection reports, and correspondence.

Well-developed knowledge of current building construction practices, systems and technologies.

Working knowledge and application of the Ontario Occupational Health and Safety Act and Regulations and experience with safety related practices on construction sites.

Able to work independently and as part of a team.

Working knowledge of Microsoft Office Suite and additional related software products with ability to perform data entry.

Knowledge of and experience working with CityView and/or Accela databases considered an asset.

Must adhere to the prescribed code of conduct for inspectors.

Must possess a valid class "G" Ontario driver's licence, with access to a reliable vehicle for corporate business purposes.

Must be able to obtain and maintain a satisfactory criminal record check.

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)