

Senior Building Inspector

Job ID: 55935

Job Category: Audit Compliance & Inspections

Division & Section: Toronto Building, Inspections

Work Location: Various – see below

Job Type & Duration: Full-time, Permanent

Hourly Rate and Wage Grade: \$56.96 - \$62.38, TF0241, wage grade 18 (2024 wages)

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 13

Posting Period: 08-MAY-2025 to 22-MAY-2025

Locations: Vacancies are anticipated at various locations across the City of Toronto including:

- North York Civic Centre, 5100 Yonge Street
- Scarborough Civic Centre, 150 Borough Drive
- City Hall, 100 Queen Street West
- Etobicoke Civic Centre, 399 The West Mall

Information Session:

All interested applicants are invited to attend a Virtual Information Session designed to provide you with a comprehensive overview of the Senior Building 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 Senior Building 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 Details:

Date: May 15, 2025

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

Register Below:

<https://toronto.webex.com/weblink/register/r2fe50d730c4f808d39f29ec4d1ad8164>

Job Description

Working with, and reporting to, a Supervisor, Inspections, individuals will direct multidiscipline and specialist inspectors engaged in building, plumbing, HVAC, Life Safety Systems and zoning inspections to ensure compliance with governing regulations, and will assist with the coordination of work flow and inspection functions.

Major Responsibilities:

- Inspects new construction, plumbing, heating, ventilation and renovation of buildings for compliance with the Ontario Building Code, Life Safety Systems, Zoning By-Law, applicable legislation and good construction practices
 - Organizes workload, schedules inspections, prepares reports and documents inspection results, including the collection and attachment of photographs, documents and reports in the Division's computerized records management and tracking system
 - Prepares reports and documents inspections within the Division computerized management and tracking system
 - Issues Orders and Notices of Violation (Ticket Offence Notices) in response to deficiencies
 - Appears and gives evidence in court on the Ontario Building Code Act, the Ontario Building Code and other applicable laws
 - Inspects and prepares evidence for presentation before the courts
 - Provides assistance to contractors, architects, engineers and the public on the regulations and required construction practices, and investigates complaints
 - Reviews plans and specifications from all disciplines to ensure overall compliance with the Ontario Building Code
 - Approves alternative design and equipment substitutions that vary from approved plans, as required
 - Investigates complaints regarding contraventions of statutes, regulations and By-Laws
 - Responds to inquiries from the public concerning requirements of the Ontario Building Code and applicable laws affecting new construction
 - Advises the Ministry of Labour of any unsafe practices noted
 - Works with other Divisions, and Provincial and Toronto Agencies
 - Inspects fire-damaged buildings to determine the extent of damage and the need for repairs or replacement
 - Assists in the investigation of collapses
 - Evaluates and recommends workload distribution to ensure balanced allocation of resources through the usage of inspection records
 - Attends buildings or properties in after-hours emergencies to rectify unsafe or hazardous conditions
 - Provides feedback and makes recommendations to Managers regarding special projects, training, inspector performance, status of problem sites, and departmental policies
 - Monitors and reviews inspection practices to ensure uniformity
 - Assists in the preparation, development, planning and implementation of policies and procedures
 - Participates and makes recommendations on one or more committees
 - Resolves contentious issues between various parties, including Councillors, rate payers, etc.
 - Liaises with City Councillors, civic and community groups, provincial ministries, and other bodies relating to inspection issues
 - Prepares draft replies and reports to inquiries from the public
 - Attends meetings of various community groups and acts as a City representative at trade shows and forums
 - Provides support to inspectors
 - Participates in ongoing training and development of staff, including preparation, implementation and presentation of courses and seminars
 - Monitors outstanding orders, initiates pre-court hearings, and recommends legal action be taken, including the issuance of Part 1 Provincial Offence Notices
 - Participates in addressing Workplace Health and Safety issues
 - Prepares costing for illegal construction removals and injunctions
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Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary education in a field, trade, or professional discipline associated with the building or construction environment combined with relevant training and experience, or an equivalent combination of education and experience.
2. Considerable experience in all aspects of building inspection, building construction, and related legislation.
3. Experience providing work direction to a team within an inspections function.
4. Must possess the following Ministry of Municipal Affairs BCIN qualification requirements for building officials: Powers and Duties of a Chief Building Official (Legal) or General Legal, Building Services, Building Structural, Complex Buildings, Plumbing – All Buildings and Small Buildings.
5. 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:

- Extensive knowledge and application of the Ontario Building Code, Ontario Building Code Act, Occupational Health and Safety Act, including knowledge of basic fall protection, excavations, personal protective equipment, etc., and other relevant legislation
- Ability to read, interpret and provide guidance to staff on plans, specifications, codes and By-laws
- Strong customer service skills, including the ability to deal effectively and courteously with customers, the public, councillors and all levels of staff
- Proficiency in compiling accurate information, preparing effective reports and correspondence using Microsoft Office and databases
- Ability to assist in the implementation of new policies, programs and procedures.
- Highly developed interpersonal skills with the ability to interact and communicate effectively at all levels of the organization and within a team environment
- Ability to train and mentor inspections staff
- Ability to write in a clear, concise and legible manner
- Ability to handle confidential and sensitive information with discretion and tact, as well as submit evidence in court
- Strong problem-solving and conflict resolution skills
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces

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/>. To apply online, submit your resume through the job portal, quoting **Job ID 55935**, by **Thursday, May 22, 2025**.

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

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](#).
