



Posting Id	2998
Department	Planning and Building Services Department
Division	Building Division
Section	Inspections
Job Grade	SEA35 Grade 07
Rate of Pay	\$92,637.00 - \$107,592.00 Annual
Job Type	Permanent Full Time
Employee Group	SEA
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	05/21/2025
Application Deadline	06/11/2025

# Building Inspector

## Position Summary

The Building Inspector is responsible for performing site inspections to ensure compliance with, and to enforce, the Building Code Act (BCA) and the Ontario Building Code (OBC). You will issue occupancy certificates in accordance with the OBC, initiate legal proceedings for violations of the BCA, OBC and Building By-law, and provide input regarding departmental policies and processes.

## Key Duties and Responsibilities

### Inspection and Enforcement:

- Attend sites and perform inspections to assess conditions for compliance with the Zoning By-law and the Ontario Building Code (OBC)
- Maintain and enforce the OBC requirements for new building construction
- Access technical resources for enforcement purposes and OBC compliance
- Monitor permitted sites for compliance, note any deficiencies, and report to appropriate authority
- Assess validity of complaints received from the public and take further action as directed

### Administration and Public Records Management:

- Schedule inspections, and document the inspections
- Perform inspections including note taking, and review consultant reports where required
- Respond to and resolve complaints from the public as necessary
- Prepare court documents as required

### Provincial Offences Officer and Building Official Duties:

- Conduct public relations as a Provincial Offences Officer
- Prosecute violations under the Building Code Act, the OBC and the Building By-law
- Act as witness in provincial court proceedings for the prosecutor
- Collect evidence
- Enforce all applicable laws as per the Ontario Building Code when directed
- Scope of work includes Part 8, Part 9 and all applicable sections of the OBC with a focus as a generalist, plumbing or mechanical specialist.
- Proactive surveillance of illegal construction activities when directed

Other inspection duties as assigned

## Education and Experience

- 3 year Diploma in Architectural, Engineering or Construction Technology or equivalent
- MMAH Qualification/Building Code Identification Number (BCIN)-Legal, The House, Plumbing the house, and HVAC the house
- Member of the Association of Architectural Technologists of Ontario (AATO) is an asset
- Certified Engineering Technologist (CET) is an asset
- Certified Building Code Official (CBCO) is an asset
- Building Code Qualified (BCQ) is an asset

## Required Skills/Knowledge

- Proficient in Microsoft Office Suite
- Exceptional customer service skills, and experience dealing with the public
- Able to remain calm under duress and maintain professional composure when subject to significant opposition from customers
- Able to exhibit considerable patience and understanding in dealing with applicants unfamiliar with building and development processes
- Able to read and understand all construction drawings related to Part 9 Buildings
- Construction-related experience
- Customer service experience
- Previous building inspection experience
- Knowledge of and ability to apply the Ontario Building Code

- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated)

### **Leadership Competencies**

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

### **To apply:**

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2998/>. Application deadline is June 11, 2025, at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.