

## SPECIALIST, HVAC

**Job ID:** 53201

**Job Category:** Audit, Compliance & Inspections

**Division & Section:** Toronto Building, Inspections

**Work Location:** North York Civic Centre, Etobicoke Civic Centre (399 The West Mall)

**Job Type & Duration:** Full-time, Permanent

**Salary:** \$53.21 - \$58.28 per hour, TF0250, Wage Grade 16

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** L79 Full-time

**Number of Positions Open:** 2

**Posting Period:** June 2, 2025 to June 16, 2025

Reporting to the Manager, Inspections, the **Specialist HVAC** conducts site inspections of industrial, commercial, institutional and multi-residential buildings to ensure compliance with the approved plans, the Ontario Building Code and referenced standards and related legislation with respect to heating, ventilation and air conditioning systems.

### Major Responsibilities:

- Inspects heating, ventilation and air conditioning systems installation in all types of buildings to ensure compliance with the approved plans, the Ontario Building Code and referenced standards within the timeframes specified in the legislation.
  - Prepares and submits reports for each inspection made. Monitors progress of work.
  - Prepares detailed, accurate and timely reports and deficiency lists. Reviews consultants' field reports for accuracy and completeness.
  - Issues appropriate Orders to Comply, and monitors outstanding Orders to ensure timely enforcement within statute of limitation period.
  - Organizes workload, schedules inspections and documents inspection results, including the collection and attachment of photographs, documents and reports in the Division's computerized records management and tracking system.
  - Coordinates joint inspections with inspectors as required.
  - Provides instruction to contractors, architects, engineers and the public on the regulations and required construction practices, and investigates complaints.
  - Reviews plans and specifications from other disciplines, as required, to ensure overall compliance with the Ontario Building Code as it related to HVAC systems.
  - Investigates complaints regarding contraventions of statutes, regulations and by-laws.
  - Advises Ministry of Labour of unsafe working conditions or sites.
  - Inspects fire-damaged or unsafe buildings to determine extent of damage and required repairs/replacement with respect to HVAC systems.
  - Inspects for LLBO clearances.
  - Appears and gives evidence in court on the Ontario Building Code Act, the Ontario Building Code and other applicable laws, and appears at the Ontario Building Code Commission.
  - Inspects and prepares evidence for presentation before the courts. Gives evidence on behalf of the City in civil litigation.
  - Conducts Part 9 HVAC inspections when requested. Verifies testing of equipment related to HVAC systems.
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- Inspects and verifies the installation and testing of fire suppression systems and the HVAC portion of life safety systems.
- Liaises with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies regarding HVAC issues.
- Approves alternate design and equipment substitutions that vary from approved plans.
- Makes recommendations to improve Divisional policies, procedures and practices.
- Responds to enquiries from the public concerning requirements of the Ontario Building Code related to HVAC.
- Inspects for partial occupancy clearances.
- Inspects on-site materials, and verifies that materials, methods of construction and conditions satisfy the design specifications, meet approved standards and are in compliance with the Ontario Building Code.
- Reviews permit plans for compliance with the Building Code and referenced standards.
- Represents the Division at various committees and meetings.
- Attends to complaints (e.g., noise, odours, civil disputes).
- Trains and mentors staff.

#### **Key Qualifications:**

#### **Your application must describe your qualifications as they relate to:**

1. A post-secondary diploma/certificate in a discipline pertinent to the job function such as mechanical technology, with electives taken related to HVAC systems operations and installations, or an equivalent combination of education and experience.
2. Considerable experience as a tradesperson in the construction industry with HVAC systems and designs, and/or completion of all requirements for the Province of Ontario Certification as a journeyman in HVAC systems.
3. Considerable experience reading and interpreting plans, specifications, and datasheets pertaining to HVAC systems installations for compliance with the Ontario Building Code, ASHRAE standards, HRAI Design Manuals and any NFPA standards that relate to the HVAC system and the Environmental Protection Act and Regulations.
4. Possession of and ability to maintain a valid Ontario Class "G" driver's license, and obtain access to a properly insured vehicle.

#### **You must also have:**

- Possession of or ability to pass the following Ministry of Municipal Affairs BCIN qualification requirements for building officials: Building Services and General Legal or Process and Powers and Duties of a Chief Building Official.
  - Extensive knowledge of HVAC systems and designs.
  - Well-developed knowledge of building construction practices and materials technology.
  - Knowledge of the Ontario Building Code requirements related to plumbing system installations.
  - Ability to communicate effectively with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies.
  - Ability to effectively resolve complex issues regarding plumbing matters.
  - Excellent organizational skills, and the ability to coordinate and prioritize inspection functions.
  - Good oral communication skills with the ability to submit oral evidence in court.
  - Good written communication skills with the ability to prepare accurate written reports.
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- Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Basic computer skills, such as basic word processing and e-mail software programs, and the ability to learn the Division's computerized system (i.e. IBMS).
- Physical capability of performing required duties and ability to work in all weather conditions.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

**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](https://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).

### 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 53201**, by **Monday, June 16, 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](https://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](#).

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