

**Our team is highly skilled, passionate about our community, and we care. Let's grow together.**

## **Mechanical Inspector I**

### **What You Will Get To Do**

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to the Supervisor of Building Inspections, the Mechanical Inspector I is responsible for:

- Performing legislated HVAC and plumbing inspections for Part 9 Buildings under the Ontario Building Code (OBC) within legislated timelines;
- Ensuring all AMANDA folders have inspection entries updated on a daily basis;
- Liaising with Building inspection staff, plans examiners and fire prevention officers about inspection standards, building code interpretations and status of permits;
- Reviews engineers and architectural reports and ensures reports are attached in the AMANDA system;
- Consulting with the Supervisor of Building Inspections on issues arising on sites that may require further review involving orders and building code interpretations;
- Providing inspections of Site Services for Part 9 buildings and private roads;
- Enforcing the OBC with respect to illegal building activity, issuing orders, collecting evidence, attending court;
- Public Education advising permit holders and consultants on building inspection processes and OBC interruption; and,
- Other duties as required

### **Who You Are**

Our Building Services team is looking for an enthusiastic, solutions-oriented team player. You are self-motivated, self-starting and utilize a proactive approach to work. You value partnerships. Your excellent communication and interpersonal skills coupled with your experience enables you to skilfully build, establish and maintain positive working relationships. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

You bring to the team your strong reasoning, analytical, numerical, research and presentation skills. You solve problems by identifying, gathering and processing relevant information. Using your knowledge and experience in the field allows you to navigate through difficult interpersonal situations in a positive manner. You demonstrate adeptness in conflict resolution and approach situations with the goal to improve communication, diffuse tension and resolve problems.

To you, being at work is a mindset and not a location. You can switch seamlessly across modes of work and cultural norms of working in different environments. You know you best, including the tasks you do better when working virtually versus on-

site. You believe that the cornerstone of successful working relationships is trust and understand how this positively impacts productivity and performance. You have a high degree of accountability, readily adapt to disruption, like to learn to skills, and explore new ways to connect and collaborate in the digital world.

**What You Bring To Our Team**

As the successful applicant, you must possess:

- Licensed HVAC tradesperson, or Licensed Plumber or, Mechanical Designer with C.E.T. designation,
- Minimum three (3) years experience in plumbing, HVAC or related field, including apprenticeship;
- Valid G-class Driver’s License;
- Working at Heights certification;
- Ministry of Housing qualification: General/Legal, Building Services, Plumbing: House.

**What We Offer You**

- Salary: \$71,672 - \$89,562 per annum (Band C)
- Benefits and retirement plan offered in accordance to Corporate programs and/or the applicable Collective Agreement.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a Mobile Hybrid role. Mobile Hybrid recognizes that approximately 50% of job functions associated with the role are done from a Town vehicle. Further details on these programs will be discussed through the selection process.

**We are an Equal Opportunity Employer**

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

**Union Affiliation: CUPE Full-Time**

**Hours:** Current shift schedule: Monday to Friday, 8:30 a.m. – 4:30 p.m., 35 hours per week.

Hours of work may be subject to change, shifts may be scheduled between the hours of 6:00 a.m. and 9:00 p.m., Monday to Saturday.

**Application Deadline:** Tuesday, June 24, 2025



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**Application Instructions:** Interested candidates can submit their application via:  
[https://whitby.wd10.myworkdayjobs.com/en-US/EXT/details/Mechanical-Inspector-I\\_JR4932](https://whitby.wd10.myworkdayjobs.com/en-US/EXT/details/Mechanical-Inspector-I_JR4932)