



Job ID #: 30987 – Enforcement Building Inspector/Plans Examiner (Periodic)

Planning & Economic Development · Hamilton, Ontario



Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

- **Job ID #: 30987 – Enforcement Building Inspector/Plans Examiner (Periodic)**
- **Union:** CUPE Local 5167
- **Close date:** Interested applicants please submit your application online at www.cityofhamilton.bamboohr.com/careers by 4:00p.m. on **July 23, 2025**.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to Supervisors of Building Inspections, performs enforcement inspections on buildings to administer Provincial legislations and Municipal by-laws.

GENERAL DUTIES

- Primary duty is to proactively and reactively attend properties to investigate unpermitted construction, renovations and change of use of buildings and enforce the Ontario Building Code Act by issuing orders to suspected offenders.
- Issue Orders to Comply under the Building Code Act/Regulations, Zoning By-law, Property Standards By-law, Licensing Code, Marijuana Grow-op By-law, Fortification

By-law and Swimming Pool Enclosure By-law.

- Attend and investigate potentially unsafe properties and issue Unsafe Orders where required.
- Liaise with the Hamilton Police Service, Public Health Services, Fire Department, Health Canada, Horizon Utilities Corporation, Union Gas and other outside agencies.
- Conduct sewage system maintenance inspections and enforce the prescribed standards for various sewage maintenance programs.
- Order Environmental Audits under the Illegal Marijuana Grow Operations By-Law and analyse same for detailed remediation protocol and compliance.
- Serve Part 1 and Part 3 Summonses pursuant to the Provincial Offences Act.
- Summarize and compile records and documents; represent the Municipality in court; appeal hearings, licensing tribunals and public/committee meetings.
- Prepare reports and briefs such as demolition reports, property standards appeal briefs, crown briefs, compose correspondence, compile statistics.
- Infrequently attend at properties and construction sites within the municipality to perform mandatory construction inspections; enforce the Building Code Act/Regulations and applicable municipal By-laws and Codes.
- Communicate, co-ordinate and advise staff, other departments, prosecutors, contractors, architects, engineers, lawyers, agencies and the public.
- Review and verify architectural, mechanical and structural drawings, specifications, engineering reports, and legal documents.
- Maintain and update accurate records of inspection information.
- Schedule appointments for site inspections.
- Complete time sheets.
- Input data; generate monthly reports.
- Search and update property files.
- Attend training.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.
- Maintain safety precautions to avoid compromising situations.
- Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. The ability to inspect buildings/structures normally acquired by a Community College graduate from an Architectural or Civil Engineering Technology Program or University graduate from an Architectural or Civil Degree Program, or equivalent related work experience with progressive experience of relevant Municipal By-Law Enforcement.
2. Eligible for OBOA Certification (Ontario Building Officials Association).
3. A minimum of four years of experience as a Building Official.
4. Previous related experience in on-site inspections and by-law enforcement.
5. Must possess excellent written and verbal communication skills.
6. The ability to inspect buildings, investigate and analyze reports and determine infractions to the Building Code Act/Regulation, applicable municipal By-laws and Codes. The ability to review and verify various types of drawings, specifications, engineering reports and legal documents.
7. The ability to act independently, with strong problem solving and decision making skills.

8. The ability to deal effectively with co-workers, contractors, architects, engineers, lawyers, agencies and the public.
9. The ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work.
10. The ability to make 'judgement calls' and 'alternative measures' decisions as needed when making on-site decisions pertaining to the Building Code, by-law acceptability, interpretation and equivalencies.
11. Must possess numerical aptitude and computer literacy skills.
12. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act and be qualified in General Legal/Process, House, HVAC House and On-site Sewage Systems.
13. Within 6 months the successful candidate must obtain qualification in the following categories:
 - a. Small Buildings
 - b. Building Structural
 - c. Plumbing - All Buildings
14. Within 12 months the successful candidate must obtain qualification in the following categories:
 - a. Building Services
 - b. Large Buildings
 - c. Complex Buildings
15. Previous experience in environmental auditing and mould remediation protocol would be considered an asset.
16. Must possess a Class "G" Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE 1:

As a condition of employment, the successful applicant will be required to obtain a Criminal Reference Check at his or her own expense, prior to beginning work in this position.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

Location – Hamilton, ON

Department – Planning & Economic Development

Employment Type – Temporary, Full-Time

Minimum Experience – Experienced

Compensation - \$50.981 - \$57.933