

## Job Title: Building Official II



Requisition ID: 18409

Department: Planning, Development & Building Dept.

Service: Building Code Services

Branch: Building Inspections Branch

Employment Type: 9 Full-time Permanent -

Work Hours: 35.00 hours per week

Affiliation: CUPE 503 Inside/Outside

Salary Information: \$76,733.02 - \$89,776.96 annually (2024 rates of pay)

Location: Various Locations

City: Ottawa, ON

Job Category: Planning and Infrastructure

Application Close: 12/08/2025

### **JOB SUMMARY**

Building Code Services is responsible for administering and enforcing the Building Code Act and Ontario Building Code, including establishing operational policies and service delivery standards for the enforcement of the Act and Code, overseeing the enforcement of the Act and Code, and exercising the statutory powers and performing the duties assigned under the Act and Code. Building Code Services is also responsible for development, application and enforcement of various regulatory standards for development related structures and services, such as signs, municipal addressing, pool enclosures, etc., and the remediation of buildings formerly used as marijuana grow operations.

You are responsible for the review and approval of Building and Demolition Permit applications, inspections and approval of construction, the accounting and release of performance deposits, and the approval of Occupancy Permits for Division B Part 9 buildings and smaller Division B Part 3 buildings regulated by the Ontario Building Code. This includes all disciplines in the Building Code (Use and Occupancy, Energy Efficiency, Structural, Plumbing, Mechanical, Fire Protection, Health and Life Safety), the Zoning By-law and other applicable laws, agreements and development approvals.

You provide a broad range of comprehensive technical, expert and professional advisory services related to the enforcement of the Building Code Act, the Ontario Building Code, and all applicable laws (federal, provincial and municipal), ensuring the minimum standards for public health, life safety, fire protection, access, energy efficiency, and structural sufficiency are met in the design and construction of buildings in the City of Ottawa.

### **EDUCATION AND EXPERIENCE**

Completion of 3 year community college diploma in Architectural Technology, Engineering Technology (Civil, Mechanical), Building Technology or related field

Minimum of 5 years of related experience in the design and construction of buildings, including a minimum of 3 years in the fields of plan examination, building inspection and enforcement of the Ontario Building Code Act and regulations

### **CERTIFICATIONS AND LICENCES**

Must obtain Certified Building Code Official (CBCO) and member of the Ontario Building Officials Association (OBOA) within the timeframe determined by the employer

Completion of Ontario's Building Code exams through MMAH in the applicable areas

Valid Ontario unrestricted G class driver's licence (or provincial equivalent) with no more than 6 demerit points accumulated, for specific positions

## **KNOWLEDGE**

- Demonstrated knowledge of construction drawings (including architectural, structural, plumbing, mechanical, electrical and geotechnical drawings and specifications) combined with an understanding of the different types of regulations associated with the development approval process
- Working knowledge of professional and technical practice in all disciplines of the design and construction of buildings (architectural, engineering, plumbing, mechanical, structural, geotechnical, project management, etc.)
- Demonstrated working knowledge of the Building Code Act, the Ontario Building Code, Fire Protection legislation, Provincial Offences Act, Environmental legislation, the Planning Act, the Heritage Act, and related regulations and by-laws
- Working knowledge of all referenced standards including, Farm Code, Fire Code, National Fire Prevention Association (NFPA), Canadian Standards Association (CSA), Underwriters Laboratories Canada (ULC), Heating, Refrigeration and Air Conditioning Institute (HRAI) and other approval agencies such as the Building Material Evaluation Commission (BMEC), the Canadian Centre for Construction Materials (CCMC) and the Technical Safety Standards Authority (TSSA)
- Working knowledge of the Building Inspection and Plan Examination Policies, Guidelines and Standards manuals
- Knowledge of applicable Occupational Health and Safety legislation, including the rights and duties of workers
- General knowledge of corporate/departmental policies and procedures related to health and safety

## **COMPETENCIES, SKILLS AND ABILITIES**

- Developed interpersonal skills with an ability to communicate effectively both orally and in writing
- Advise expertly on the Ontario Building Code and regulations, and on the impact of these controls on building construction
- Ability to perform complex mathematical calculations
- Ability to prioritize workload with minimal supervision
- Communicate effectively with tact and diplomacy, both verbally and in writing, with all external and internal work related contacts
- Work with the public in a service oriented environment to transfer technical information to non-technical people
- Work in a fast paced, detail-oriented environment with strict service deadlines
- High degree of personal organization and accountability
- Demonstrated proficiency in utilizing computer software programs which meet the corporate standard, including such applications such as the MAP System, and remote technology
- Read and interpret technical/detailed drawings, specifications, codes, legislations, regulations and technical reports
- Convey technical information to varied non-technical stakeholders
- Exercise sound judgment under limited supervision in adverse conditions and in a time-sensitive environment
- Work on multiple projects simultaneously and establish priorities and time lines
- Strong interpersonal skills with an ability to influence others and work effectively with people representing a wide range of interests and authorities
- Strong analytical and problem solving skills
- Organization skills
- Positive approach in resolving conflicts
- Self motivated and resourceful
- Client-focused
- Make verbal presentations
- Results-oriented
- Tactful and discreet
- Meet physical demands as assessed (Physical Demand Checklist available on request)

## **WHAT YOU NEED TO KNOW**

- Language Requirement: Various language requirements, locations may require English only, French only OR Bilingual competencies. Some positions require English oral, reading, and writing. Some positions required French oral, reading and writing.
- Police Record Check: The successful candidate will be required to complete a Criminal Records and Judicial Matters Check (Level 2) with the Police Services detachment in their jurisdiction to the City of Ottawa's satisfaction.; Police record checks completed by a third-party company will not be accepted.

- Driver's License Requirement: A valid Ontario unrestricted G class driver's license (or provincial equivalent) with no more than 6 demerit points accumulated
- You may initially be paid 95% of your starting rate of pay, in accordance with the collective agreement.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from members of Indigenous, Black and other racialized communities, persons with disabilities, women and non-binary persons, persons of all ethnic origins, religions, sexual orientations, classes, gender identities and expressions. Candidates are encouraged to self-identify as a member of one or more designated employment equity groups in the self-identification questionnaire.

The City of Ottawa provides accommodation to applicants during all parts of the hiring process, upon request. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the Employee Service Centre at 613-580-2424 extension 12211 or via email at [esc-cse@ottawa.ca](mailto:esc-cse@ottawa.ca).