

**County of Lambton  
Position Description****Position Title:** Senior Building Inspector**Division:** Infrastructure and  
Development Services**Group:** CUPE 2926**Immediate Supervisor:** Deputy Chief Building Official**Position Summary**

Act as a Senior Building Inspector for Lambton County and/or contracting municipalities by assisting the Deputy Chief Building Official. This position is responsible for the administration and enforcement of the Building Code Act, the Ontario Building Code, and municipal by-laws, including other applicable laws as defined in the Act, related to the construction and demolition of all types of buildings and structures. Acts as a direct expert advisory service to the Building Inspectors. Act as the Deputy Chief Building Official in their absence.

**Job Duties and Responsibilities****Building Inspection and Legislative Compliance:**

- Authorize the issuance of permits and calculate applicable fees when the project complies with codes and relevant legislation.
- Appraise new materials and construction assemblies and rule as to their acceptance or restriction.
- Conduct design review of technical documents such as construction drawings, material specifications, and applicable standards (CSA, ULC) building system components (HVAC, sprinklers, fire alarms) and engineer's reports (soils analysis) to ensure compliance with the building code, municipal by-laws, regulations, and other applicable laws.
- Inspect and review building projects during construction, renovation, addition, change in use, and demolition ensuring compliance with approved plans, codes, and regulations.
- Initiate corrective action and enforce the law through the use of Orders to Uncover, Stop Work Orders, etc. related to unsafe conditions in new and existing buildings and when necessary, prepare information (laying of charges) for prosecution and provide expert testimony in court.

**Communication:**

- Provide interpretation and information to the Manager, Development Services/Chief Building Official, and Deputy Chief Building Official on the building code, zoning by-laws, municipal by-laws, and regulations administered by the Department.
- Liaise with the fire department, planners, and other regulatory bodies involved with health, fire, and safety matters regarding building construction and property development.

- Respond and mediate complaints, issues, and conflicts with the public, elected officials, contractors, and other individuals and agencies concerning property standards, by-law infractions, building code issues, and building code infractions; explain legal technical implications and ramifications.
- Resolve disputes concerning technical code requirements and interpretation by appearing before and submitting prescribed information to the Building Code Commission, in consultation with the Deputy Chief Building Official.
- Provide expert advisory services to Building Inspectors.

#### **General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

### **Supervision Requirements**

**Direct Supervision:** None

**Indirect Supervision:** None

**Functional Authority:** Provides direction, consultative services and advice on employee/building services issues and services to the corporation, other municipalities, individuals, Building Inspectors, agencies, Summer and Co-Op Students.

### **Credentials Required**

#### **Minimum Formal Education**

- Three-year Diploma program in Architectural Technology or Civil Engineering Technology or equivalent, with a minimum of five years of experience and a working knowledge of the Ontario Building Code, or a combination of education and experience in a relevant discipline that is related to areas of service provision.
- Member of the Ontario Building Officials Association
- Successful completion of all 13 qualifications as required by the Ministry of Municipal Affairs and Housing
- Designated and licensed as a Certified Building Code Official by the Ontario Building Officials Association

#### **Experience**

- Five years of municipal experience demonstrating knowledge of the Ontario Building Code and demonstrated experience in the building, plumbing, septic,

property standards, and municipal by-laws for the effective and efficient administration and enforcement thereof.

- Thorough working knowledge of the Building Code Act, Planning Act, and related regulations such as the applicable law with the ability to read plans and specifications.
- Ability to communicate effectively with the general public, local Councils, Staff, contractors, architects/engineers, and developers.
- Good organizational, report writing, interpersonal, inspection, and mediation skills.
- Familiar with Word processing/data processing to the level of accessing data and preparation and approval of letters and reports.

A valid Ontario Driver's Licence and use of a vehicle.

**Please visit our job board at [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting SENIO005686 to apply. Posting closes at 11:59 pm on August 10, 2025.**