

## Building Inspector Associate

**Job ID:** 58856

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

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

**Work Location:** Various, see below

**Job Type & Duration:** Full-time, Temporary, (18 month) vacancies

**Hourly Rate and Wage Grade:** \$42.96 - \$47.05, TF0577, wage grade 12.

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

**Affiliation:** L79 Full-time

**Qualified List:** Candidate List will be established. For applicability and duration, see below.

**Number of Positions Open:** 10

**Posting Period:** 18-Aug-2025 to 09-Sep-2025

### **Vacancies are anticipated at various locations across the City of Toronto including:**

City Hall, 100 Queen Street West

North York Civic Center, 5100 Yonge Street

Scarborough Civic Center, 150 Borough Drive

Etobicoke Civic Center, 399 The West Mall

### **Information Session:**

All interested applicants are invited to attend a Virtual Information Session designed to provide you with a comprehensive overview of the Building Inspector Associate (Part 3) role within the Toronto Building Division. This session will provide you with an opportunity to:

**Learn About the Role:** Gain a deeper understanding of the Building Inspector Associate (Part 3) position within our Large & Complex Buildings stream, including its core responsibilities.

**Connect with Hiring Managers:** Interact with our Hiring Managers who will discuss the qualities and skills we value in candidates for the role.

**Ask Questions:** We encourage you to come prepared with any questions you may have about the role or the organization.

**Date:** Thursday, August 28, 2025

**Time:** 12:00PM – 1:00PM EST

**Register Below:**

<https://events.teams.microsoft.com/event/1e9b38a7-b5b8-445e-ba8f-60ac04fb8ae0@f0bc8ec6-9ed8-4d0c-9189-411ad949cc65>

### **Job Summary:**

Under the direction of the Supervisor, Inspections, you will conduct detailed inspections of interior alterations and renovations to large buildings (Part 3) including; offices, residential and/or commercial suites for compliance with the issued permit plans, the Ontario Building Code, referenced standards, and applicable laws.

### **Major Responsibilities:**

Your primary responsibilities as a Building Inspector Associate (Part 3) will be varied, but you'll be expected to:

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- Conduct detailed inspections of interior alterations and renovations for large buildings (Part 3) projects including; offices, residential and/or commercial suites for compliance with the issued permit plans, the Ontario Building Code, referenced standards, and applicable laws.
- Conduct detailed inspections, and coordinate with other divisions and agencies, to determine compliance with planning agreements, and Committee of Adjustment, Ontario Municipal Board, and Toronto Local Appeal Board decisions.
- Prepare detailed, accurate reports, and review consultants' field reports for accuracy and completeness.
- Organize workload, schedule inspections and document inspection results within the established timeframes, including the collection and attachment of photographs, documents and reports into the Division's computerized records management and tracking system using a remote computing device.
- Liaise with, contractors, architects, engineers and the public on the requirements of the Ontario Building Code Act, the Ontario Building Code, municipal By-Laws, and other applicable laws.
- Notify Senior Inspectors and the Ministry of Labour of unsafe working conditions or sites, and participate with the Senior Inspectors in investigations. Respond to enquiries from the public concerning requirements of the Ontario Building Code and applicable laws affecting new construction.
- Investigate complaints regarding contraventions of statutes, regulations and By-Laws.
- Issue Orders and Notices of Violation (Ticket Offence Notices).
- Monitor outstanding Orders, assists in determining when legal action is to be taken, and prepare pre-court letters and court briefs. Assists with evidence for presentation before the courts.
- Appear and give evidence, as required, before the Building Code Commission and Toronto Local Appeal Board (TLAB) on the Ontario Building Code Act, the Ontario Building Code and other applicable laws.

### **Key Qualifications:**

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

1. Post-secondary degree or diploma in a discipline pertinent to the job function such as architectural technology, building science or civil engineering technology, or an equivalent combination of education and experience.
2. Experience in the design and/or construction of large (Part 3) buildings.
3. Experience reading and interpreting architectural, structural, mechanical or plumbing drawings.
4. Possession of, and ability to maintain, a valid Ontario Class "G2" or "G" Driver's Licence and access to a properly insured vehicle.

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

- Must possess or be able to obtain the following Ministry of Municipal Affairs & Housing Ontario Building Code qualification requirements for an inspector: Powers and Duties of a Chief Building Official (Legal) and Large Buildings.
  - Knowledge of the Ontario Building Code, Ontario Building Code Act and other applicable legislation/construction standards.
  - Ability to accurately read and interpret plans, specifications, by-laws and regulations.
  - Excellent customer service and interpersonal skills, including the ability to deal effectively and courteously with customers, the general public, staff and the ability to maintain good relations in a team environment.
  - Good oral and written communication skills.
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- Ability to plan, organize and complete assigned duties accurately and within assigned timelines. Knowledge of municipal and interrelated government legislation, policies and procedures.
- Good computer skills and the ability to utilize software packages relevant to supporting the Division's core requirements, such as IBMS.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplace.

**Note to internal full-time and part-time City Of Toronto Employees:**

City of Toronto employees must apply to full-time or part-time employment opportunities posted on the City's **Internal** Job Posting Portal.

**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 58856**, by **Tuesday, September 9, 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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