



## City of Niagara Falls **POSITION VACANCY**

*Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!*

<b>Call Number:</b>	<b>JR100140</b>
<b>Position:</b>	<b>Senior Building Inspector</b>
<b>Type of Vacancy:</b>	Permanent
<b>Division:</b>	Planning, Building and Development (Building Services)
<b>Location:</b>	Wayne Thomson Building (4343 Morrison St, Niagara Falls)
<b>Work Schedule:</b>	Monday to Friday, 8:30 am to 4:30 pm 4-day compressed work week option available 35 hours per week
<b>Salary/Wage Range:</b>	\$46.80 to \$56.01 per hour inclusive of a market premium (in 2026 range will increase by 2.3% to \$47.87 – \$57.29 per hour)  Plus, a comprehensive benefits package and defined benefit retirement pension
<b>Date Posted:</b>	August 19, 2025
<b>Closing Date:</b>	<b>September 12, 2025 at 11:59 pm</b>

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs). Applications must be submitted online and will be accepted until **11:59 pm on September 12, 2025**.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

## **CITY OF NIAGARA FALLS POSITION DESCRIPTION**

The following description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

### **POSITION TITLE:**

- **Senior Building Inspector**

### **POSITION SUMMARY:**

- Acts as an appointed building inspector as defined under the Building Code Act (BCA) and conduct inspections for the enforcement of the Ontario Building Code Reg. as amended.

### **DIVISION / DEPARTMENT:**

- Planning, Building and Development / Building Services

### **RESPONSIBLE TO:**

- Senior Manager of Building Services

### **RESPONSIBLE FOR:**

1. Conduct inspections in accordance with Division C - Part 1, Subsection 1.3.5. of the Ontario Building Code for the construction, renovation extension, material alteration, repair, demolition, and/or change of use for houses, multi-residential, assembly, institutional, commercial, industrial, accessory buildings, designated structures, and farm buildings to ensure compliance with the Ontario Building Code, applicable municipal by-laws, referenced standards, and applicable law, within the timeframes specified in the legislation and Building Division operating policy and procedures.
2. Conduct joint inspections with the fire prevention officer to assist with the inspection of the installation and testing inspection of the fire sprinkler, systems, standpipe system, fire alarm, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards.
3. Conduct inspection of public pools enclosures, tents, stages, and special events structures in accordance with the Ontario Building Code, and applicable by-laws.
4. Conduct occupancy Inspections for business and Liquor Licenses in compliance with the Ontario Building Code.
5. Conduct inspections of unsafe buildings and/or buildings damaged by natural disasters, fire, accidents, or severe/inclement weather to assess damage and condition of building(s) to determine the appropriate remedial action in accordance with the Ontario Building Code, and issues applicable orders, when required, for but not limited to: industrial, commercial, institutional and multi-unit residential buildings, and collaborate with owners, consultants, insurers, the Ministry of Labour and any other agencies involved.
6. Verify that the on-site documentation, materials, method of construction and conditions satisfy the design specifications, meet approved standards and are in compliance with the Ontario Building Code.
7. Investigate complaints regarding contraventions of the Ontario Building Code and applicable law, and issue Orders for construction without a permit as it relates to multi-residential, assembly, institutional, commercial, industrial and/or accessory buildings.

8. Prepare detailed, accurate inspection reports, and generate deficiency lists for the applicant, consultant or contractor, and review consultants' field reports for accuracy and completeness and to be filed with the General Clerk.
9. Prepare and issue Orders in accordance with the Ontario Building Code Act and monitor outstanding Orders to ensure timely enforcement within the statute of limitation period.
10. Appear and give evidence at pre-trial proceedings such as mediation and discoveries, and appear before tribunals such as the Building Code Commission.
11. Prepare reports, briefs, court information or evidence as well as act as a witness in court under the Provincial Offences Act. Collect evidence, swear information, lay charges, prepare court files, coordinate and assist in prosecution of charges, attend court when necessary to give evidence under oath.
12. Monitor the construction approved through conditional permits and ensure construction has not exceeded beyond the work specified in the agreement and finalize the process in Land Manager once the approved conditional permit construction phase has been complete for the release of securities.
13. Maintain records, comprehensive notes of all complaints, investigations and enforcement activities in a records management system and prepare reports regarding Building Code enforcement/inspections matters.
14. Liaise with municipal departments, outside government bodies, enforcement agencies, consultants, general contractors, and the general public in relation to enforcement issues.

#### **POSITION REQUIREMENTS:**

- Minimum is a three (3) year college diploma in Architectural or Construction Engineering Technology or related field.
- Successfully completed the following Ministry of Municipal Affairs and Housing courses:
  1. General Legal/Process for Inspectors
  2. House
  3. HVAC - House
  4. House – Plumbing
  5. Small Buildings
  6. Large Buildings
  7. Complex Buildings
  8. Plumbing - All Buildings
  9. Building Services
  10. Building Structural
  11. Detection, Lighting and Power
- At least five (5) years of related building inspection experience.
- Proficiency in reading and interpretation of drawings, specifications, and other technical documentation.
- Working knowledge of applicable law and database software such as Land Manager and Cityview.
- Strong oral and written communication skills.
- Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s).

**WORKING CONDITIONS:**

- Standard office environment 30%
- Outdoors 70%

**EQUIPMENT AND TOOLS USED:**

- General office equipment, including computers, wireless devices and city vehicle.