

## Plumbing and HVAC Inspector

**Job ID:** 58907

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

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

**Work Location:** Etobicoke Civic Centre (399 The West Mall) & North York Civic Centre (5100 Yonge Street)

**Job Type & Duration:** Full-Time, Permanent

**Hourly Rate and Wage Grade:** \$56.68 - \$61.35, TF0436, Wage Grade 16

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

**Affiliation:** L79 Full-time

**Number of Positions Open:** 2

**Posting Period:** 03-Sep-2025 to 17-Sep-2025

### Job Summary:

Reporting to the Supervisor, Inspections, the Plumbing and HVAC Inspector will conduct inspections of industrial, commercial, institutional and multi-unit residential buildings/sites to ensure compliance with the approved plans, the Ontario Building Code and referenced standards and related legislation with respect to heating, ventilation, air conditioning (HVAC), plumbing and sewage systems.

### Major Responsibilities:

- Inspect heating, ventilation, air conditioning, plumbing and sewage system installations in all types of buildings to ensure compliance with the approved plans, the Ontario Building Code, referenced standards, City Sewer Use and Waterworks By-Laws, within the timeframes specified in the legislation
  - Prepare and inputs electronically reports for each inspection made, and monitors progress of work
  - Organize workload, schedule inspections and documents inspection results, including the collection and attachment of photographs, documents and reports in the division's computerized records management and tracking system
  - Provide instruction to contractors, architects, engineers and the public on the regulations and required construction practices, and investigate complaints
  - Review plans and specifications from other disciplines, as required, to ensure overall compliance with the Ontario Building Code as it relates to HVAC, plumbing and sewage systems
  - Investigate complaints regarding contraventions of statutes, regulations and By-Laws
  - Advise the Ministry of Labour of unsafe working conditions or sites
  - Inspect fire damaged or unsafe buildings to determine extent of damage and required repairs/replacement with respect to HVAC, plumbing and sewage systems
  - Issue Orders and Notices of Violation (Ticket Offence Notices) in response to deficiencies
  - Inspect for Liquor Licence Board of Ontario (LLBO) clearances
  - Appear and give evidence in court on the Ontario Building Code Act, the Ontario Building Code and other applicable laws, and appear at the Ontario Building Code Commission
  - Inspect and prepare evidence for presentation before the courts, and represent the City in civil litigation
  - Inspect and verify the installation and testing of fire suppression systems and the HVAC portion of life safety systems
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- Liaise with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies regarding HVAC, plumbing and sewage issues
- Approve alternative design and equipment substitutions that vary from approved plans
- Make recommendations to improve divisional policies, procedures and practices
- Represents the Division at various committees and meetings
- Conduct Part 9 plumbing inspections when required, conduct Part 9 HVAC inspections when requested, and verify testing of equipment related to HVAC systems
- Inspect for partial occupancy clearances
- Respond to enquiries from the public concerning requirements of the Ontario Building Code related to HVAC and plumbing
- Train and mentor staff

### **Key Qualifications**

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

1. Post-secondary diploma/certificate in a discipline pertinent to the job function such as mechanical technology, with electives taken related to HVAC and plumbing systems operations and installations or an equivalent combination of education and experience.
2. Considerable experience as a trade person in the construction industry with HVAC systems and designs and/or completion of all requirements for the Province of Ontario Certification as a journeyman/woman in HVAC systems.
3. Considerable experience reading and interpreting plans, specifications and data sheets pertaining to plumbing system installations for compliance with the Ontario Building Code, the Ontario Water Resources Act and Regulations, the Public Health Act and Regulations and the Environmental Protection Act and Regulations.
4. Considerable experience reading and interpreting plans, specifications and data sheets pertaining to HVAC systems installations for compliance with the Ontario Building Code, ASHRAE standards, HRAI Design Manuals and any NFPA standards that relate to the HVAC system and the Environmental Protection Act and Regulations.
5. Must possess and be able to maintain a valid Ontario Class "G" Driver's License and access to a properly insured vehicle

**You must also have:**

- Must possess or be able to pass the tests for the following Ministry of Municipal Affairs BCIN qualification requirements for building officials: General Legal, Building Services, and Plumbing –All Buildings
  - Knowledge in the design, operations and installations of heating, ventilation and air conditioning and plumbing systems
  - Knowledge of the Ontario Building Code requirement related to heating, ventilation, air conditioning and plumbing systems
  - Knowledge of on-site sewage systems
  - Knowledge of building construction practices and materials technology
  - Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction
  - Good oral communication skills with the ability to submit oral evidence in court
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- Good written communication skills with the ability to prepare accurate written reports, using an electronic device
- Physically capable of performing required duties and able to work in all weather conditions
- Ability to deal effectively and courteously with customers, general public and all levels of staff by telephone, in person and in writing
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines
- Ability to handle confidential and sensitive information with discretion and tact
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces

**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 [Jobs at the City](#). To apply online, submit your resume through the job portal, quoting **Job ID 58907**, by **Wednesday, September 17, 2025**.

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**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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