

Building Code Examiner

Job ID: 59691

Job Category: Audit, Compliance & Inspections

Division & Section: Toronto Building, Strategic & City Wide Priorities

Work Location: City Hall, 100 Queen Street West

Job Type & Duration: Full-time, Permanent (2 Positions)

Hourly Rate and Wage Grade: \$53.21 - \$58.28, TF0213, Wage Grade 16

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 2

Posting Period: 10-Sep-2025 to 24-Sep-2025

Information Session:

All interested applicants are invited to attend a Virtual Information Session designed to provide you with a comprehensive overview of the Building Code Examiner 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 Code Examiner position and its core responsibilities.
- **Connect with Hiring Managers:** Interact with our Hiring Managers who will discuss the qualities and skills we value in candidates for this role.
- **Ask Questions:** We encourage you to come prepared with any questions you may have about the role or the organisation.

Date: Thursday, September 18

Time: 12:00 PM – 1:00 PM EST

Register here: <https://events.teams.microsoft.com/event/d2c51dbb-b7dc-43f4-b7f1-da7830ab0028@f0bc8ec6-9ed8-4d0c-9189-411ad949cc65>

Job Summary:

Toronto Building staff are widely recognized for their class-leading technical knowledge, and for being a go-to resource for municipal and provincial colleagues on emerging regulatory issues as well as complex construction challenges.

As a Building Code Examiner, you will conduct reviews of small (Part 9) and large (Part 3) buildings plans and ensure compliance with the Ontario Building Code related by-laws and regulations of the City.

Major Responsibilities:

- Examines, corrects, signs and approves architectural as well as associated structural, fire service, electrical, mechanical and building services plans and specifications for compliance with Building Code and related by-laws and regulations within the timelines specified in the legislation.
 - Verifies that materials and methods of construction meet approved standards and construction practices. Prepares notice indicating deviations or noncompliance with City by-laws and other applicable regulations
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- Calculates construction costs, building permit fees, quantity take-off, other fees and charges related to building permit application and issuance.
- Responds to enquiries from the general public, contractors, designers, architects, engineers, City Councillors, and other stakeholders, regarding interpretations of by-laws, regulations and City/divisional policies and procedures. Conducts meetings with the interested parties. Resolves conflict and offers possible solutions to ensure compliance.
- Conducts plan examinations, advises applicants of required changes and informs them of divisional and City policies and procedures.
- Advises applicants and City employees regarding policies, procedures, and building permit application requirements.
- Performs site inspections to resolve construction problems and provides technical advice to Building Inspectors.
- Determines which other divisions or agencies are involved in approving applications, forwards plans and ensures comments or approvals are obtained prior to issuing permit.
- Coordinates required phasing of building permits for projects and the collection of related approvals from divisions and external agencies.
- Prepares examiners' notices and documents examination details. Inputs and updates divisional database.
- Appears and gives evidence in court on Building Code and other building regulatory matters and gives presentations at the Building Code Commission in matters of disputes over Building Code interpretation.
- Liaises with other divisions, agencies and levels of government.
- Represents the Division at various committees and meetings.
- Trains and mentors staff.
- Examines plans for Building Services approval for Part Nine and Part Three Buildings regarding type of fire equipment required

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline such as architectural technology, building science or civil engineering technology or an equivalent combination of education and relevant experience.
2. Considerable experience reviewing construction drawings for compliance with the Ontario Building Code.
3. Considerable experience in the building construction or design process.

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); Building Structural, Complex Buildings, House, Large Buildings, Small Buildings.
 - Ability to use various computer applications such as CADD, MS Office, AutoCAD and other engineering or architectural software
 - Knowledge of the Ontario Building Code.
 - Knowledge and understanding of all aspects of building construction and related legislation.
 - Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to work place safety.
 - Good interpersonal, problem solving and conflict management skills.
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- Ability to deal effectively and courteously with customers, the 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 work well autonomously or within a team environment.
- Good verbal and written communication skills.
- 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.
- Membership in Professional Engineers Ontario, the Ontario Association of Certified Engineering Technicians and Technologists, the Ontario Association of Architects, or other recognized professional building design association, is an asset. A Certified Building Code Official certification is also an asset.

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 59691**, by **Wednesday, September 24, 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 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](#).
