

Senior Building Official

Job Number: J0425-0131

Bargaining Unit: CUPE

Job Type: Regular Full-Time

Salary: \$44.02 - \$52.05/Hour

Comprehensive Benefit Plan paid by employer

Defined Benefit Pension Plan – OMERS

Hours of Work: 35 hrs/week

Closing Date:

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

** Please note the rates of pay for this position is currently covered under a temporary Market Adjustment rate. This adjusted rate will be reviewed and evaluated December 31, 2025; therefore, it is not permanent and not guaranteed.**

Reporting to the Supervisor, Building Services, the Senior Building Official is

responsible for the enforcement of the Building Code Act, the Ontario Building Code and other by-laws through conducting plan reviews and inspections of residential, institutional, commercial, and industrial properties in the City of Kingston. This position ensures that buildings, structures, uses, and related systems are compliant with the approved permit documents, plans and specifications.

Key Duties & Responsibilities

Enforce the Building Code, Building Code Act, and other by-laws

Responsible for the inspection of properties for the city

Review construction projects to confirm compliance with the Ontario Building Code Act and other applicable laws

Oversee the training of intern inspectors

Review/investigate/research applications for alternatives under objective based codes

Issue building permits, plan reviews and inspections of residential, institutional, commercial, and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire, and life safety

Serve notice stating specific defects to owners or other appropriate parties when standards are non-compliant with the regulations and by-laws

Respond to complaints concerning zoning by-laws and other applicable laws

Maintain good public relations with all concerned parties

Re-inspect properties to determine action taken and perform necessary follow-up

Issue orders giving particulars of action to be taken and attend court when required

Other duties as assigned

Qualifications, Competencies

- 3-year diploma in architectural, civil, or mechanical engineering or related program
- 5 years' experience in the enforcement of codes, standards, and municipal approvals
- Qualification as a Certified Engineering Technologist (CET) or Certified Architectural

Technologist (AATO) and as a Certified Building Code Official (CBCO)

- All Qualifications under Bill 124 to inspect all aspects of: Small Buildings, Large Buildings, Complex, House, House HVAC, Building Services, Building Structural, Plumbing all Buildings and Fire Protection
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

Must possess a high degree of tact and a record of good public relations

Effective communication skills both orally and in writing

Ability to prepare and give evidence at tribunals and in court

Handle stressful situations on a regular basis

Able to perform the essential duties of the job

Working knowledge of Word, Access, and Outlook software with an ability to perform data entry

Must adhere to the prescribed Code of Conduct for Inspectors

Must possess and maintain a valid class “G” licence with a satisfactory driver’s abstract

Must obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We’re happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.



Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)