

EXTERNAL JOB OPPORTUNITY

POSITION:	INSPECTOR	JOB POSTING #:	2025-0434
POSTING PERIOD:	Friday, October 3, 2025 at 8:30 AM to Thursday, October 16, 2025 at 4:30 PM		
DEPARTMENT:	Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543017
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	0.19
# OF POSITIONS:	1	RATE OF PAY:	\$39.05 - \$45.93 per hour
POSITION #:	00000017	SHIFT WORK REQ'D:	No
HOURS OF WORK:	37.50		

DUTIES:

Reporting to the Manager of Inspections, this position will be responsible for the performance of site inspections for small building, houses and properties and HVAC and plumbing inspections of all buildings for which qualified for by the Ministry of Municipal Affairs and Housing (MMAH) to ensure compliance with the approved plans, the Ontario Building Code and reference standards and related legislation:

- Inspects and monitors construction and demolition for compliance with the approved plans, the Ontario Building Code, referenced standards applicable law and good construction practices, within 'House', 'Plumbing House', 'HVAC House', 'Small Buildings', 'Plumbing All-Buildings', 'Building Services'.
- Inspects signs for compliance with the Ontario Building Code and Sign By-law(s) and issues orders for contraventions of the sign by-law
- Organizes workload and documents inspection results, including collection and attachment of photographs, documents and reports in the computerized records management and tracking system
- Provides instruction to contractors, architects, engineers and the public on the regulations and required construction practices and investigates complaints
- Reviews plans and specifications from all disciplines to ensure overall compliance with the Ontario Building Code as required
- Verifies existing site conditions on permit drawings and/or information on municipal addresses, Committee of Adjustment and LPAT decisions
- Investigates complaints and applies enforcement regarding contraventions of statues, regulations and bylaws under the carriage of the CBO i.e. Property Standards, Fence, Swimming Pool, Zoning etc.
- Advises Ministry of Labour of unsafe working conditions or sites and participates in investigations
- Inspects fire damaged or unsafe buildings to determine the extent of damage and need for repairs/replacement/demolition or unsafe orders
- Inspects and prepares evidence for presentation before the courts. Represents the City in civil litigation
- Responds to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting new construction
- Issues orders in response to Ontario Building Code deficiencies
- Prepares detailed and accurate reports. Reviews consultants field reports for accuracy and completeness
- Verifies that materials and methods of construction meet approved standards and construction practices

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DUTIES CONTINUED:

- Issues Orders to Comply when infractions of regulations are found, files court charges and gives evidence in court when legal action is required to obtain compliance
- Represents the Division at various committees and meetings
- Will be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus (3) years of post-secondary education from a Community College or University in Architectural Technology, Civil Engineering Technology or Mechanical Engineering Technology, or Ontario Ministry of Education equivalencies;
- Must have over five (5) years of progressively responsible experience in building construction and a comprehensive knowledge of building design and construction;
- Must have the minimum Provincial Qualifications from the Ministry of Municipal Affairs in:
 - General Legal/CBO
 - House
 - HVAC – House
 - Plumbing House
- Must hold and maintain a current, valid and lawful Class 'G' Driver's License in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment. Access to a properly insured vehicle;
- Must have experience and education in the design and installation of building, plumbing, heating, ventilation and air conditioning systems;
- Must have experience in a computerized office environment and be familiar with the Microsoft Office Suite of Products;
- Must be capable of reading and interpreting construction drawings;
- Must have comprehensive knowledge of the Ontario Building Code and other related standards;
- Must have effective oral and written communication skills in all mediums;
- Must have knowledge and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction;
- Ability to deal tactfully and courteously with the public;
- Good problem solving and conflict resolution skills;
- Demonstrated accomplishments towards achieving additional qualifications administered by Ministry of Municipal Affairs and Housing as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code, will be considered an asset;
- Current Certificate of Qualification under the Apprenticeship and Tradesperson's Qualifications Act as a sheet metal worker is an asset;
- O.A.C.E.T.T. Certification or A.A.T.O. Certification as an Engineering or Architectural Technician or Technologist is an asset;
- Membership with the Ontario Building Officials Association along with CBCO designation will be considered an asset;
- May be required to lift up to 11 lbs.

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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.