



Building Inspector – Generalist Posting 202548

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Manager of Inspections, this position is an appointed inspector under the Building Code Act, the Building Inspector is responsible for performing field inspections of houses and small buildings to ensure that all work complies with reviewed drawings on the basis of which building permits were issued, the Ontario Building Code, Building Code Act, Applicable law, Technical Standards and all other applicable legislations, standards and by-laws. This position is also responsible to inspect unsafe buildings, illegal construction of houses and small buildings, mandatory maintenance inspections of the on-site sewage disposal systems, pool enclosures and pre-registration inspections of additional residential units (ARU's).

Accountabilities:

Mandatory Inspections (OBC, BCA & Applicable Laws)

- Perform mandatory inspections of houses and small buildings (classified as agricultural, commercial, residential, and industrial buildings to ensure that Architectural, Structural, Electrical, Plumbing, HVAC, Energy Efficiency, On-site sewage disposal, and Site Servicing Systems work complies with building permit documentation, the Ontario Building Code, Building Code Act, Applicable Law, Technical Standards, and all other applicable legislations, standards and by-laws
- Evaluate the alternative materials, systems and processes used in the construction to determine whether they provide the level of performance proposed by the approved building permit documentation
- Make timely, practical, and appropriate decisions at the time of inspections based on knowledge, expertise, and particulars on the situation
- Answer general public, builders, designers, and internal and external agencies questions related to construction activities
- Assist and consult with builders, public and consultants to resolve situations observed on site and review professionals' reports respecting work on site
- Produce legible, concise, complete, and accurate reports and maintain records of field inspections (using AMANDA)
- Inspect houses for compliance with the Additional Residential Unit (ARU) Registration By-law
- Inspect new pool enclosures to ensure compliance with the Pool Enclosure permits
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupation Health and Safety Act
- Perform all other job-related duties as directed.

Enforcement Inspections (BCA & By-laws)

- Inspect unsafe buildings including buildings damaged by fire, wind, snow, earthquake, impacts, and issue respective compliance Orders
- Investigate buildings, including plumbing systems, sewage systems and designated structures that have commenced construction or have been constructed without permits
- Collect evidence, prepare, issue and post Orders pursuant to the Building Code Act, prepares prosecution documents and attends Court in legal proceedings as a witness for the Town
- Enforce the town Additional Residential Unit (ARU) By-law

Qualifications:

- Three years college diploma in civil or mechanical engineering at the technologist level
- Five years of experience in municipal building code enforcement and five years of construction site experience
- Successful completion of qualification exams and registration with the Ministry of Housing for the following categories: General Legal, House, Small Buildings, Building Structural, Plumbing House, Plumbing All Buildings, HVAC - House, Building Services, On-site Sewage Systems and Detection, Lighting & Power
- In-depth theoretical and practical knowledge of the Building Code Act and Architectural, Structural, Building Mechanical, Plumbing, On-site Sewage disposal, Electrical and Energy Efficiency requirements of the Ontario Building Code.
- In depth knowledge of building materials, designs, processes, construction principles and all applicable standards
- Working knowledge of the Provincial Offences Act, the relevant sections of the Occupational Health and Safety Act and Regulations for Construction Projects
- In depth knowledge of the Building By-law, Pool Enclosure By-law and Additional Residential Unit (ARU) Registration By-law
- Excellent organizational skills, attention to detail and ability to work well under pressure
- Proficiency in permit and inspection tracking software system AMANDA and Microsoft Office applications (Outlook, Word)
- Excellent interpersonal skills and the ability to work effectively in a team environment
- Customer service orientation and the ability to deal effectively with builders, consultants, and general public
- Good judgment and decision-making skills
- Excellent verbal and written communication skills, including record keeping and report writing
- Developed conflict resolution skills
- AATO and/or OACETT membership
- Certified Building Code Official (CBCO) Qualification
- Physical ability to complete job duties including conducting on-site inspections in unfinished and potentially hazardous buildings, extensive walking, climbing, driving and exposure to all weather conditions
- Valid driver's license and access to and use of a personal vehicle

Compensation:

The salary for this position (35 hours per week) is \$79,608 - \$94,773 annually.

Location:

Daily onsite inspections within Halton Hills, with the ability to complete some office-based duties on a hybrid basis, in accordance with the needs of the business, the Town's Work from Home Policy, and as subject to change.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., October 27, 2025. Please quote posting 202548 on your cover letter.

Application Form: [Submit a Job Application](#)

<https://www.haltonhills.ca/en/your-government/careers.aspx#Building-Inspector-Generalist-202548->

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca