



Building Inspector - Intermediate Posting 202549

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 appointed inspector under the Building Code Act and is responsible for performing mandatory field inspections for all occupancy classifications as regulated by the Ontario Building Code (OBC) including designated structures (with the exception of complex buildings as defined in the OBC and high buildings as regulated under Sub Section 3.2.6.) to ensure that all components of construction (Architectural, Structural, Electrical, Plumbing, Mechanical, Fire Protection & Life Safety Systems including Site Servicing 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 enforce the Building Code Act through on-site investigations, issuing of Orders, collecting of evidence and represent the town as a witness in court for unsafe buildings and illegal construction of all buildings as defined under the Building Code Act.

This position will be required to perform mandatory maintenance inspections of on-site sewage disposal systems, pool enclosures and pre-registration inspections of additional residential units (ARU).

Accountabilities:

Mandatory Inspections (OBC, BCA & Applicable Laws)

- Perform mandatory field inspections for all buildings as regulated by the Ontario Building Code (OBC) including designated structures and sewage systems (with the exception of complex buildings as defined in the OBC and high buildings as regulated under Sub Section 3.2.6.) to ensure that all components of construction (Architectural, Structural, Electrical, Plumbing, Mechanical, Fire Protection & Life Safety Systems including Site Servicing 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, and By-laws.
- Evaluate alternative materials, systems and processes and methods of 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 and expertise as a Building Official
- Interact with builders, architects, consulting engineers, other designers, homeowners, internal and external agencies and general public on matters related to construction activities

- Ensure that Professional Engineers and Architects undertake general review of construction where required by the Act and Code, and review and accept reports, test certificates and other relevant documentation
- Produce legible, concise, complete and accurate reports and maintain records of field inspections (using AMANDA tracking system)
- Assist and consult with builders to resolve observed situations on site
- Provide as a support and perform the roles of the Building Inspector – Generalist and Senior Building Inspector within the Building Inspector – Intermediate position limitations.
- Provide general technical guidance to other inspectors, as required by the Manager of Inspections
- Assist in training other inspectors, as required by the Manager of Inspections
- Perform mandatory maintenance inspections of on-site sewage disposal systems, pool enclosures and pre-registration inspections of additional residential units (ARU).

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

Mentorship, Internal Technical Advisor

- Provide mentorship and construction related technical knowledge with the Building Inspector – Generalist position on a weekly basis.
- Comply with corporate and departmental policies and procedures.
- Ensure a high degree of service for both internal and external customers in accordance with Town standards.
- Perform all other job-related duties as directed.

Qualifications:

- Diploma or Certificate from an Ontario Trade School
- Post-secondary education with a degree/diploma in architectural, structural, fire protection or mechanical engineering is considered an asset
- 5 years' experience in municipal building code enforcement
- 10 years' experience in on-site building construction experience is considered an asset
- Certifications/Designations in: Ministry of Municipal Affairs and Housing Provincial Qualifications: General Legal, House, Small Buildings, Large Buildings, Building Structural, Plumbing House, Plumbing All Buildings, HVAC -House, Building Services, On-site Sewage Systems and Detection, Lighting & Power
- Certified Building Code Official (CBCO) is considered an asset
- Membership in AATO, OACETT, CET, OAA or PEO is considered an asset
- Excellent communication skills and ability to deal effectively with the public, consultants and contractors in potentially contentious situations
- Good judgment and decision-making skills
- Good organizational skills and attention to detail

- Physical ability to perform job duties including conducting on-site inspections in unfinished and potentially hazardous buildings and construction sites in all weather conditions, extensive walking, driving and climbing
- Valid driver's license and access to a personal vehicle for work purposes (mileage provided)

Compensation:

The salary for this position (35 hours per week) is \$87,240 - \$103,857 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 202549 on your cover letter.

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

<https://www.haltonhills.ca/en/your-government/careers.aspx#Building-Inspector-Intermediate-202549->

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.

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