

Why Windsor?

Forward. Together. — Discover a career that connects purpose with possibility. At the City of Windsor, our employees thrive in a collaborative environment that values organizational excellence, community impact, and offers competitive benefits that supports professional growth. Located in Southwestern Ontario on the banks of the Detroit River and Lake St. Clair, Windsor is just minutes from downtown Detroit, Michigan and the north shores of Lake Erie, which is home to over 25 local wineries, craft breweries and distilleries. Windsor boasts world class entertainment, state-of-the-art facilities, iconic food, temperate climate, magnificent waterfront parks & gardens and an innovative workforce with demonstrated capacity in automotive, advanced manufacturing, transportation, life sciences, education and tourism. With affordable living, a diverse community, and a growing economy, Windsor offers a lifestyle as fulfilling as the work we do. Come join a team that reflects the city it serves.

Job Title: MANAGER - INSPECTIONS

Job Posting Number: 2025-0331

Posting Type: External

Posting Period: Friday, November 7, 2025, at 8:30 a.m. to Friday, November 21, 2025, at 4:30 p.m.

Department: Building Services

Union: Non- Union

Position Status: Regular Full-Time; Temporary Full-Time

Job Code: NU0628

Grade/Class: NU12

Number of Positions: 2

Rate of Pay: \$98,522.69 - \$119,755.52 Annually

Hours of Work per Week: 35 hours

Shift Work Required: No

Duties and Responsibilities:

Reporting to the Senior Manager/Deputy Chief Building Official – Inspections, this position is responsible for:

- The supervision, coordination and overview of the Building Division's Inspections and Bylaw areas administered by the office of the Chief Building Official.
- To supervise field staff to ensure that legislated services to the development and construction industry are performed within customer service standards; monitor Inspector qualifications to ensure that inspections are performed by eligible staff as established by the Ministry of Housing.
- To supervise clerical staff ensuring that inspection requests are properly coordinated and assigned.
- To ensure accurate record retention and Inspection & Bylaw statistics are captured.
- To monitor enforcement activity as needed.

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Duties and Responsibilities Continued:

- To review Bylaws and provide feedback to senior management and/or prepare amendments as required.
- To ensure consistent application of the Ontario Building Code Act/Regulations and Bylaws and provide regular interpretation to inspection and bylaw staff regarding compliance with Ontario Building Code and Municipal regulations. To participate in review and interpretation of regulations with other management and technical staff.
- To participate in review of proposals from consultants on compliance alternatives with the Ontario Building Code and City Bylaws.
- To provide education to the public, consultants and other groups related to enforcement and interpretation.
- To review, track and monitor court files as required;
- To investigate and respond to staff related 311 and customer service complaints and inquiries;
- To ensure assigned staff conforms to Provincial and Corporate Health and safety legislation, policies and procedures.
- To assist with measuring productivity goals to maintain and improve efficiencies and consistencies in the Inspections and Bylaw areas of the Building Division.
- To regular review with Inspectors and Officers to adjust methods of operation to achieve efficiency while maintaining legislated requirements and customer service standards.
- To regular site attendance to verify staff are complying with policies and procedures as well as OHSA regulations.
- To ensure and oversee adherence to department policy and standard operating procedures; coordinate and track on-going targeted training and qualification requirements of full-time employees, interns and students.
- 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 a Community College diploma in Architectural or Civil Engineering Technology or Ontario Ministry of Education equivalency and a minimum of four (4) years of experience in structural assessments and design principals of buildings, working with the Ontario Building Code and other applicable legislative guidelines.
- Must have successfully completed the CBO Legal Examination administered by the Ministry of Municipal Affairs and Housing (pursuant to Section 15.11(3) of the Building Code Act) and have complied with Volume 1 Division C, Sentence 3.1.3.1 (1). (Qualifications for Supervisors and Managers), or be able to complete same within 90 days of accepting the position. The incumbent will not be eligible for confirmation into the role until this qualification is obtained;
- **AND** Must have successfully completed the House, Small Buildings, Large Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural and Detection, Lighting and Power examination qualifications as set out in Column 2 of Table 3.5.2.1. of the Ontario Building Code, or be able to complete same within eighteen (18) months of accepting the position. The incumbent will not be eligible for confirmation into the role until this qualification is obtained.

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Qualifications Continued:

- Must pursue registration with the Ontario Building Official Association (OBOA) as a Certified Building Code Official (CBCO).
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Class 'G' Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program.
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.

Physical Demands:

The physical demands analysis associated with the job indicates a sedentary level of work.

The City of Windsor is an equal opportunity employer committed to fostering a workplace that reflects the diverse community we serve.

How to Apply:

- An online application is available at the City of Windsor career website at www.CityWindsorCareers.ca and the application must be completed and submitted by no later than the noted posting period. 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 and scent-safe 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.

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.