



People Services

Supervisor, Building Inspections

Regular Full Time

Requisition ID: 4503

Salary Range: \$106,548 to \$139,677 Annually

The City of Markham is proud to be recognized for the 5th consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2025, the City of Markham is ranked 2nd among municipalities in Canada and 12th overall for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 366,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being accepted for the above position in the Building Standards Department, Development Services Commission. To apply, please submit your cover letter and resume online at www.markham.ca/careers by **December 3, 2025**.

Join us and make a lasting difference!

JOB SUMMARY

Reporting to the Deputy Chief Building Official, Manager, Inspections, the Supervisor of Building Inspections provides education, training, quality control, and monitoring of technical knowledge and job performance for the City's building inspection staff to ensure that inspection and enforcement responsibilities under the Building Code Act are being effectively carried out in compliance with defined operating procedures and policies.

KEY DUTIES AND RESPONSIBILITIES

Compliance

- Supervises the on-site job performance of inspectors to ensure construction complies with the *Building Code Act* and the Ontario Building Code, and that City policies and department operating procedures are being consistently followed.
- Supervises *Building Code Act* compliance investigation and enforcement on development sites and monitors the issuance of compliance orders and their timely and proper resolution to gain *Building Code Act* and Ontario Building Code compliance.
- Conducts regular quality and risk assessment audits of inspections ensuring inspection was conducted in accordance with the Ontario building Code, Building Code Act, Building By-law, Applicable Law and department standard operating procedures; reports findings and recommends training,

- Monitors the digital records function of the inspection section to ensure that inspection records are maintained in accordance with departmental policies and legislative requirements.
- Liaises with the Fire Department, by-law enforcement, and the Legal Services department for integrated enforcement of the Building Code Act, Fire Code, and municipal by-laws.
- Ensures that building permit fees owing are collected in accordance with the requirements of the City Building By-law.

Advisory Service

- Provides interpretations about building code requirements to staff, builders, designers and the public. Responds to questions and complaints from permit holders, designers, builders and the public.
- Assists in the development of public and industry information and programs.
- Provides recommendations to and assists the Manager in the development of departmental policy, procedures, and alternative solutions.
- Supervises Occupancy certification of buildings ensuring the public's safety is obtained against fire, structural and other health hazards, ensuring the City of Markham's level of risk is mitigated.
- Maintains a "Builder Tip" program and technical library to ensure that internal and external facing training and interpretation documents are up to date and AODA compliant. Identifies code compliance areas of concern and creates outward facing Building Tips. Conducts industry workshops and focus groups related to inspection and compliance matters.
- Supervises the Dormant Permit Program, coordinates with the Building Inspection Administrator and Special Investigators. Ensure status inspections are completed and followed up with to minimize the City of Markham's risk associated with open permits.
- Provides interpretation and guidance specific to Plumbing, Mechanical and Septic building code requirements to inspection staff, designers and general public.

Team Leadership

- Recruits, trains, develops, and evaluates staff to ensure that the section is sufficiently resourced and have required qualifications and up-to-date building code knowledge.
- Prepares work schedules, manages attendance, establishes priorities, and assigns duties to staff.
- Provides or arranges training for inspection staff and orientation for new hires.
- Conducts building code training to address compliance related issues and changes in regulations.
- Conducts regular staff performance reviews on site, and annual performance planning and reviews.

- Supervises the staff's use of technology to ensure that its use supports performance targets, department Business Unit plans and the corporation's strategic goals.
- Recommends technical training sessions, seminars, or workshops to the Manager.
- Maintains a technical library containing inspection related training manuals, job-related information and literature.
- Ensures inspection staff is informed about the City's health and safety policies, and their responsibilities under the *Occupational Health and Safety Act* and Regulations.
- Advises Ministry of Labour (MOL) about unsafe working conditions and participates in their investigations.
- Provides regular reports on the achievement of position objectives, advises the Manager about areas of inadequate policy, procedures, and Building Code compliance and recommends solutions.
- Stands in for the Manager of Inspections during routine absences.
- Issues enforcement orders where workload demands and performs other related duties.
- Provide technical training sessions to staff related to Plumbing, Mechanical and Septic systems.
- Other duties as assigned.

REQUIRED SKILLS & COMPETENCIES

- College Diploma or Trade Certification in Architectural Technology, Civil Engineering, Building Science, or an equivalent combination of education and experience
- 5 to 7 years of experience enforcing the Ontario Building Code
- 1 to 3 years of supervisory experience
- Requires significant experience conducting building inspections.
- Eligibility for membership in AATO (Association of Architectural Technologists of Ontario), OACETT (Ontario Association of Certified Engineering Technicians and Technologists), OAA (Ontario Association of Architects), or PEO (Professional Engineers of Ontario).
- Red Seal Licensed Trade Certification is an asset.
- Valid "G" class driver's license with a clean driver's abstract.
- Knowledge of current building construction materials and methods.
- Knowledge of the responsibilities and jurisdiction of other departments and provincial agencies
- Ability to interpret complex technical drawings and construction detailing.
- Understanding of the role and challenges of actors involved in regulation, design, development, and construction

- Comprehensive and detailed understanding of the Ontario Building Code and the Building Code Act
- Knowledge of and ability to apply the Occupational Health and Safety Act and Construction Regulations

CORE BEHAVIOURS

- **Service Excellence:** Leads and supports staff in meeting or exceeding service standards when interacting with customers.
- **Change & Innovation:** Effectively implements change and supports and involves staff through change transitions.
- **Teamwork & Relationship Building:** Leads and supports staff in working together collaboratively, fosters teamwork and inclusion, and cultivates relationships.
- **Communication:** Models active listening and clear communication, and supports staff members in communicating effectively.
- **Accountable Results Oriented:** Role models ethical behaviour and accountability; clarifies expectations, policies and legislation and supports staff in meeting them.
- **Management & Leadership:** Supports a positive work environment, develops and enables staff, sets clear expectations, provides regular feedback, and addresses performance.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

Please respect our scent free area by not wearing scented products when visiting the office.