

Job Posting

Building Inspector/Enforcement Officer

Full-Time, Permanent

About Brockton:

Nestled in the rolling countryside of the Saugeen and Teeswater Rivers, the Municipality of Brockton is a friendly rural community with innovative industry and a vibrant downtown core. Brockton is a full-service community with a range of government services, top-notch schools and childcare, a hospital, community centres, and a wide array of outdoor recreation from golf, fishing, hiking and paddling the Saugeen river, to snowmobiling and cross-country skiing in the winter. Brockton is a wonderful place to live, work and play!

About the Position:

The Building Inspector/Enforcement Officer promotes public safety, conducts inspections to ensure adherence to the Building Code Act, Ontario Building Code, Property Standards By-Law and Municipal By-Laws (noise, parking, etc.). This position works with residents, business owners and developers to help them understand requirements.

Candidates must be able to work well with the development community and residents, be self-motivated, flexible, exhibit superior time management capabilities have excellent written/oral communication and computer skills including but not limited to Microsoft Office.

Primary Responsibilities:

- Responds to general building and planning enquiries.
- Provide education and awareness of building and planning legislation, regulations, standards, by-laws and other applicable requirements.
- Maintain detailed records of enquiries, investigations, inspections records.
- Liaise, consult and assist as required with Fire Prevention Officer, By-Law Enforcement Officer, County Land Use Planners and other internal staff and external agencies as required.
- Assist in the creation and implementation of development plans, programs, policy and procedure for carrying out the Municipality's general policies regarding building department matters.
- In coordination with the CBO ensure that the Municipality's responsibilities under the Ontario Building Code Act are met.
- Technical and working knowledge of legislation, regulations, codes of practice, bylaws and policies that affect municipal building services.
- Provide building permit application intake services and reviews to ensure completeness of application at time of submission including collection of building permit fees.
- Conduct Plans reviews for all applications to ensure submitted plans and documents comply with the Ontario Building Code and Building Code Act.
- Provide notice of deficiencies related to plans reviews and resolves compliance matters with applicants and designers.
- Prepare building permits for issuance by CBO.
- Provide and conduct inspections for all applicable stages of construction as outlined in the Ontario Building Code.
- Communicate and resolves inspection deficiencies with engineers, architects, owners and contractors.
- Issue occupancy permits and conducts final inspections to close building permits.
- Stays current with changes to legislation and regulations by attending education courses and seminars.
- Issue orders, work with municipal lawyer, attends court for prosecutions related to building code offences and give testimony related to prosecutions.
- Supports responsive service related to the education and enforcement of Municipal By-Laws from education to enforcement to prosecution.
- Review plans, conduct excavation, installation and final inspections, as well as re-inspections, for on site sewage systems.
- Conduct mandatory plumbing inspections which shall include testing of waste vents, testing of potable water lines and sealing of water meter.
- Respond to property standards enquiries and complaints.
- Conduct property standards investigations and inspections to determine compliance with Property Standards By-Law.
- Respond to enquiries and matters related to the municipal zoning by-law.

Qualifications/Knowledge/Skills Required:

- Minimum Ontario Secondary School Diploma with post-secondary trade certificate in a relevant field of construction.
- Degree or diploma in construction, architecture or engineering an asset.
- Minimum 2 years' related municipal experience with a building department an asset.
- Must be eligible for registration with the Ministry of Municipal Affairs and Housing qualification system and hold or be able to obtain a minimum of General Legal, On Site Sewage Systems, House, Plumbing All Buildings, Small Buildings, Large Buildings, Building Structural, Building Services and Complex Buildings.
- Knowledge of Building Code Act, Ontario Building Code, applicable By-laws, Municipal Property Standards, Building and Zoning By-Laws.
- Continued education and professional development to maintain knowledge of building regulations.
- MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario or Certification as a Property Standards Officer is considered an asset.
- Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, public relations and organizational skills.
- Excellent conflict resolution skills.
- Knowledge of Microsoft Windows and Office applications, financial information systems and associated evaluative techniques.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
- Possess a valid Ontario Class G Driver's Licence in good standing.

A copy of the job task list is available by visiting [MyBrockton](#).

What we offer you:

- Annual salary between \$70,234-\$82,173 depending on qualifications and experience.
- 35 hours per week. Typical hours are Monday to Friday from 8:30am to 4:30 pm.
- Comprehensive health benefits package.
- Enrolment in OMERS pension plan.
- Development opportunities through training or continuous learning.
- Access to Employee Family Assistance Plan.

Vacancy:

This posting is for an existing role within our organization. External candidates are invited to apply.

Applications:

If you are looking for an opportunity to work in a professional, positive team environment please submit your resume and cover letter in confidence to the undersigned via the online form, e-mail or regular mail by **12:00 p.m. on January 16, 2026**. It should be noted that only those individuals selected for an interview will be contacted.

Subject: Building Inspector/Enforcement Officer – 'Insert Candidate Name'

Julie Farrell, Human Resources Generalist

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The Municipality of Brockton is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Brockton 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 Municipality of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.