

# Mechanical Inspector II / Backflow Prevention Officer

<b>Service Area:</b>	Infrastructure, Development and Environment
<b>Department:</b>	Planning and Building Services
<b>Division:</b>	Building Services
<b>Work Location:</b>	City Hall, 1 Carden Street
<b>Work Mode:</b>	In Person
<b>Job Type and Duration:</b>	Permanent, Full Time Vacancy
<b>Number of Open Positions:</b>	1
<b>Salary Range:</b>	\$42.91 – \$52.66 per hour
<b>Affiliation:</b>	CUPE Local 973
<b>Posting Period:</b>	January 9, 2026 to January 22, 2026 11:59 p.m.

## Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Resumes are being accepted for the position of Mechanical Inspector II/Backflow Prevention Officer with the Planning and Building Services department. The successful candidate will

demonstrate leadership skills with a focus on quality customer and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## Key duties and responsibilities

- Perform plumbing & HVAC inspections of all types of all types of buildings, structures, additions and sewage systems under Part 7, 8 and 9 of the Ontario Building Code (low rise buildings).
- Assist Mechanical Inspector III on inspections, when needed.
- Provide input and advice to Building Inspector II's on plumbing and HVAC matters.
- Review plumbing and HVAC system drawings and reports for plumbing and HVAC construction within the scope of Part 9 of the Ontario Building Code.
- Review applications and conduct inspections under the City of Guelph's Backflow Prevention By-law under the direction of the senior Backflow Prevention Officer.
- Review applications and conduct inspections under the City of Guelph's On Site Sewage System Maintenance Program under the direction of the senior private sewage system inspector.
- Prepare and issue reports, letters and Orders in relation to on-site inspections and plans examination.
- Issue Provincial Offence Notices under the Provincial Offences Act and attend court, as necessary, and as directed in the Legal Procedures Manual, to ensure compliance with the Ontario Building Code and Municipal By-laws.
- Establish and maintain good relations with the public, professionals and City staff.
- Support and develop relationships with our industry partners including mechanical engineers, mechanical contractors and the like.
- Be willing to be an active member of associations such as Canadian Standards Association, OPIA and the like.
- Perform other related duties as assigned.

## Qualifications and requirements

- Licensed as a Journeyman Plumber, Certified as a Heating and Refrigeration Mechanic, Certified as Sheet Metal Worker OR a person who has completed of a minimum 3 year Mechanical Engineering Technology Diploma and a minimum of five years of related experience. Accredited (or in the process) with the Ontario Building Officials Association as a Certified Building Code Official. Alternatively, accredited with Ontario Plumbing Inspectors Association as a Certified Plumbing Systems Inspector.
- Must be qualified with the Ministry of Municipal Affairs and Housing in the following categories: General Legal, House, Small Buildings, Plumbing – House, Plumbing – All Buildings, HVAC – House and On-Site Sewage Systems. Candidates not possessing all of the above qualifications may be considered if they are willing to become qualified within a reasonable timeframe.
- Must possess a valid Class G driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5

years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

- Demonstrated knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code (Particularly Part 6, 7 and 8 and 9 Division B), Ontario Fire Code and municipal by-laws.
- Certification as a Licenced Cross Connection Control Device Tester as issued by AWWA, ASSE or equivalent would be an asset.
- Experience in the identification and protection of cross connections on potable water systems would be an asset.
- Knowledge of mechanical system energy efficiency requirements of Supplementary Standards SB-12 and SB-10 for Part 9 residential and Part 9 non-residential buildings
- Good level of judgement and ability to resolve complex problems related to inspections.
- Must possess strong team skills, customer service and conflict resolution skills.
- Able to prioritize and schedule complex tasks and work independently.
- Proven ability to perform under pressure.
- Must be a reliable self-starter. Able to function with minimal supervision, as well, work as part of a team, and undertake all aspects of the job thoroughly and willingly.
- Excellent organizational skills with the ability to manage multiple tasks in a demanding work environment with excellent prioritization and scheduling skills.
- Must maintain a neat professional appearance.
- Excellent communication skills with the ability to communicate with all levels of staff, contractors, stakeholders and the general public in a courteous professional manner.
- Intermediate computer skills with Microsoft Office (Outlook, Word and Excel).
- Must have experience with building permit related software (preferably AMANDA).
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping will also be required on a regular basis and in various weather conditions.
- A satisfactory Police Record Check and Vulnerable Sector Check would be required at time of offer.

## Hours of work

From the Sunday of the third full week of November to the Saturday to the first full week of April shall work thirty-five (35) hours per week composed of seven (7) consecutive hours per day.

From the Sunday of the second full week of April to the Saturday of the second full week of November shall work forty (40) hours per week composed of eight (8) hours per day.

## How to apply

Qualified applicants are invited to apply using our **online** application system by **January 22, 2026**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

## Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

## Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

## Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.