



**Building Inspector I (Full Time - 2 openings)**  
**Development Services**

**Position Summary**

Reporting to the Manager, Inspections & Deputy Chief Building Official, this position is responsible for compliance inspections of various stages of construction of single family residential and accessory structures, regulated by Part 9, Division B of the Ontario Building Code (OBC). This position is also responsible for area surveillance.

**Key Responsibilities**

- Ensure inspections are completed within the time frames mandated by the Ontario Building Code
  - Review and inspect the structural, architectural and life safety components of Part 9 residential buildings to ensure conformance with the OBC and related standards.
  - Review and inspect the construction, installation, extension, material alteration, repair, demolition or the change of use of all heating, cooling, ventilation, air-conditioning, plumbing building systems, works, fixtures and service systems appurtenant to buildings regulated by Part 9 Division B of the OBC and any accessory buildings, as an appointed inspector under the Building Code Act
  - Organizes and prioritizes inspection requests, provides deficiency list to builder/contractor and enters inspection results into the database system for the purpose of maintaining accurate and current inspection records
  - Provides back-up for other building inspection disciplines as required
- Customer service
  - Provides interpretation and guidance with code related issues for both internal and external clients as it relates to the structural, architectural and life safety components of Part 9 buildings to ensure conformance with the OBC and related standards.
  - Liaise with property owners, contractors, engineers, architects and other departments on matters related to construction activity.
  - Monitor an assigned area for building construction and/or alterations without a permit.
- Building code violation enforcement
  - Investigate and respond to complaints from the public relating to the Ontario Building Code
  - Preparation, Issuing and posting of orders pursuant to the Act; prepares prosecution fact sheets and attends Court in legal proceedings as a witness for the Town.

**Education and Experience**

- Minimum Post-secondary Diploma in Architectural or Engineering Technician or equivalent education and knowledge in the construction industry
- Post-secondary Advanced Diploma in Architectural or Engineering Technology is preferred
- One (1) year of experience as a Municipal Inspector with a broad comprehension of all building systems

- Three (3) years Municipal Inspector and relevant experience in Architectural design and construction is preferred
- Ministry of Housing - Qualified - Building Code Identification Number (BCIN)
  - Require - General Legal/Process
  - Require - House
  - Require - Plumbing House
  - Require - HVAC House
  - Require - Plumbing All Buildings
- Ministry of Housing - Fully qualified - Building Code Identification Number (BCIN); Certified Building Code Official (CBCO) with the Ontario Building Code Officials Association; and Professional Engineer - Professional Engineers of Ontario; or Full Member of Ontario Architects Association (OAA); or Certified Engineering Technologist (C.E.T) or (C.Tech.) with the Ontario Association of Certified Engineering Technicians and Technologist; or Member Association of Architectural Technologist Ontario (M.A.T.T.O) considered an asset
- Detailed working knowledge of the Building Code Act, Parts 6,7,9,11 and 12 of the Ontario Building Code and other building-related legislation/regulations/by-laws and related inspection processes; traditional and contemporary issues in the building industry; building design and construction principles; municipal government; the Occupational Health and Safety Act; and related construction regulations
- Excellent written and verbal communication skills
- Excellent interpersonal and conflict resolution skills
- Strong organizational, record keeping and time management skills
- Ability to work well independently and within a team in a fast-paced environment
- Ability to meet conflicting deadlines and multiple project assignments
- Ability to read and interpret architectural, structural, and mechanical drawings, specification and reports
- Detailed working knowledge of the Building Code Act and all sections of the Ontario Building Code is preferred
- Proficient and experienced using AMANDA software is preferred
- Experience with electronic plans review system BlueBeam is preferred

**Annual Salary Range:** \$69,257 - \$86,572 (based on 35 hour week)

**This posting is for an existing job vacancy.**

### **About Milton**

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for Milton 2051: a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

### **How to Apply**

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Employment Opportunities section. The job posting closes at 12:00 am on February 11, 2026. **Interested applicants, please ensure to apply by 11:59 pm on February 10, 2026.**

***If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.***

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.