



Position: Building Inspector

Status: Full Time, Non-Union

Salary Range: \$90,016 - \$105,306 annually (\$49.46 - \$57.86/hourly), based on a 35-hour work week (increased to 40 hours a week in peak summer season, salary adjusted accordingly)

Location: Parry Sound, Ontario (*Relocation/Accommodation Package Negotiable)

Closing Date: Noon on Friday, March 6, 2026, resume and cover letter submitted as one PDF document

Position Summary

As a member of the building department team, the Building Inspector is responsible for assuring the structural integrity of buildings as well as the safety and accessibility of occupants in accordance with the Ontario Building Code Act and its regulations, Township bylaws, policies, procedures, and other relevant legislation.

Who we are

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and beyond. You are an outdoor enthusiast who will thrive driving a boat on Georgian Bay in all weather conditions.

Why work for us

A progressive team, dedicated to lifelong learning, career advancement and collaboration. Our Administration Office, located in the hub of Parry Sound, overlooks the Seguin River and is only steps away from the Rotary and Algonquin Fitness trail where you can immerse yourself in the beauty of the Georgian Bay shoreline.

In addition to the beauty of the area, in this position you will receive extended group health and dental benefits, access to the Employee and Family Assistance Program (EFAP) and participate in the Ontario Municipal Employees Retirement System pension plan (OMERS).



What You'll Do

- After sufficient training, solely operate Township boats to remote water access properties i.e. South Channel from Parry Sound to 12 Mile Bay, and Pointe Au Baril to Bayfield Inlet.
- Respond to telephone and counter inquiries regarding building permits and issues from property owners, developers, contractors, and designers.
- Review of plans to determine completeness, project scope and compliance.
- Respond to inquiries from the public and contractors to provide information concerning codes and information pertinent to projects.
- Conduct required inspections, within legislated timelines, for the compliance of construction with the Ontario Building Code and maintain accurate records of permits and inspections.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Prepare accurate, detailed, and timely reports on all inspections carried out.
- Issue orders as required and ensure clear communication with respect to the remedy.
- Prepare court briefs and assist in the prosecution of offenders, prepare and present evidence in court as required concerning BCA and by-law enforcement.
- Perform other related duties as assigned.

Education

- 3 year post-secondary education in the Building Sciences, Architectural or Engineering Technology fields
- BCIN certified with Ministry of Municipal Affairs and Housing (MMAH). All qualifications an asset, with emphasis on: General Legal, Small Buildings, House, Plumbing House, Plumbing All Buildings, HVAC House, and On-Site Sewage

Experience and Skill

- Minimum 3 years of related experience, preferably in a municipal environment.
- Strong knowledge of the Ontario Building Code and Occupational Health and Safety Act, Regulations, and associated standards.
- Experienced boater who can, after training, solely navigate to remote inspection sites on Georgian Bay on a regular basis and is comfortable being on/around water.
- Must be able to traverse over rocky and uneven terrain in all weather conditions.
- Valid class "G" drivers license and valid Personal Craft Operators Card (PCOC) boat license required.
- Strong computer skills including Microsoft Office, GIS, and databases.
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA).



Resumes directed to: the Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume and cover letter submitted in one pdf document

We thank you for your interest, however only candidates under consideration will be contacted.

The Archipelago is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Personal information contained in applications will be used for recruitment purposes and collected Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56. Questions about the collection of personal information should be directed to the Manager, Human Resources, Township of The Archipelago, 9 James Street, Parry Sound, Ontario P2A 1T4. 705-746-4243.