

Building Inspector

Reporting to the Supervisor of Building Inspection and Enforcement, the Building Inspector is responsible to carry out site inspections of buildings and structures having or requiring a building or demolition permit for compliance with the reviewed drawings, Building Code Act, Ontario Building Code and all applicable law.

Job Duties Include

The responsibilities and duties of this position include but are not limited to:

- Schedule and carry out site inspections to determine compliance with reviewed drawings, the Ontario Building Code and other applicable law.
- Utilize a computer tracking system (AMANDA) to document and track inspection requests, site visits and inspections.
- Initiate enforcement of Ontario Building Code and commencement of action for non-compliance under the Building Code Act.
- Advise architects, engineers, designers and owners in order for them to understand the nature of any non-conformities and to rectify contravention and omissions in an expeditious manner.
- Frequent interaction with other municipal personnel, departments and sections.
- Answers inquiries, investigates and responds to complaints and undertakes duties as assigned or as necessary to carry out work in an efficient and effective manner.

Qualifications/Skills

- Relevant University/College program (3 or 4 year diploma) in Architecture, Building Science, or Civil Engineering, or a combination of training, education and experience deemed equivalent.
- Minimum 5 years experience, or a combination of training, education and experience deemed equivalent.
- Experience in building inspections, building code enforcement and orders issuance, representation in courts, thorough knowledge and understanding of the Occupational Health & Safety Act, customer service.
- Registered with the Ministry of Municipal Affairs and Housing, and qualified in the following categories as defined under the Ontario Building Code, Division C - Part 3:
 - General/Legal Process
 - House
 - Plumbing House
 - HVAC House
- Eligibility for and willingness to obtain and maintain certification with the Ontario Building Officials Association (OBOA) as a Certified Building Code Official (CBCO).

- Strong Building Code knowledge and experience to deal with highly complex life and fire safety matters.
- Excellent ability to read and interpret plans and specifications.
- Good skills in Microsoft Office Word, Excel, PowerPoint, AMANDA, Outlook and M365.
- Proven communication skills including written (write reports and agreements), verbal and listening communication skills.
- Valid Class “G” Ontario driver's license and clean driver's abstract.
- Upon hire, able to provide a current Criminal Record Check that is satisfactory to the Town.

Nice to Have

- A professional designation such as Certified Engineering Technologists (CET), or member of the Association of Architectural Technologist of Ontario (MAATO) is considered an asset.
- Experience in the broader public sector, in a unionized environment is considered an asset.

What is Offered to Staff

- **Compensation:** \$42.93 - \$45.49 per hour
- **Job Type & Duration:** This is a regular full-time position and is to fill a current job vacancy.
- **Work Hours:** This is a unionized position that works a 35 hour work week. The hours of work are Monday to Friday from 8:30 a.m. to 4:30 p.m.
- **Benefits:** The Town offers full-time staff a comprehensive benefit package with paid sick and vacation leave; Parental Leave Top-up; Employee & Family Service Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension).

How to Apply

To apply for this exciting opportunity, please go to www.ajax.ca/careers and apply by **11:59 p.m. on March 10, 2026.**

Equal Opportunity Employer

The Town of Ajax is committed to employment equity and building a workplace where all employees feel valued, respected and supported. We welcome applications from candidates of all backgrounds, especially those who have been historically excluded, including Black and Indigenous people, racialized communities, disabled persons, 2SLGBTQIA+ individuals, and others facing systemic inequities. If selected for an interview, you will be provided with an opportunity to indicate your access needs. We are committed to ensuring an accessible and respectful hiring process.

Artificial Intelligence (AI)

We utilize AI solely for the purpose of anonymizing the application process to help ensure fairness and equity. Please note that AI is not used to screen candidates or make decisions regarding their suitability for any role.