

Job Title: Senior Building Inspector

Senior Building Inspector

Posting Id	3260
Department	Planning and Building Services Department
Division	Building Division
Section	Inspections
Job Grade	SEA35 Grade 08
Rate of Pay	\$105,213.00 - \$123,774.00 Annual
Job Type	Permanent Full Time
Employee Group	SEA
Replacement/New Position	Replacement for Existing Vacancy
Posting Type	Internal and External
Posting Date	02/26/2026
Application Deadline	03/13/2026

Position Summary

The Senior Building Inspector is responsible for performing site inspections to ensure compliance with, and to enforce, the Ontario Building Code and Building Code Act. You will issue occupancy certificates in accordance with codes and by-laws, initiate legal proceedings for violations of codes and by-laws, and provide input regarding departmental policies and systems to ensure they are in the public interest. Emphasis on illegal construction and unsafe building regulation. Responsible for complex sites and provides leadership and support to other staff.

Key Duties and Responsibilities

Inspection and Enforcement:

- Attend sites and perform inspections to assess conditions for compliance with Ontario Building Code (OBC) and all applicable laws including zoning by-law
- Maintain and enforce the OBC requirements for new building construction
- Access technical resources for enforcement purposes and OBC compliance
- Monitor permitted sites for compliance, note any deficiencies, and report to appropriate authority
- Assess validity of complaints received from the public
- Offers guidance and provides assistance pertaining to code interpretations, performing routine and complex building inspections, ensuring compliance with and enforcement of the Ontario Building Code and all applicable laws. Liaise with building staff, internal departments, responds to inquiries, report writing, issuance of permit documentation and for the prosecution of infractions against City by-laws, Building Code Act and regulations
- Acts as a resource individual for internal departments
- Provides field inspection support to all disciplines on complex matters
- Where required performs the duties of the Supervisor of inspections in his/her absence.
- Assists with training, support and guidance of new staff
- Performs other related tasks, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives

Duties and Responsibilities Cont'd (if applicable)

Administration and Public Records Management:

- Schedule inspections, and document inspections
- Complete inspection and field review reports, and review managing consultant's report
- Respond to and resolve complaints from the public as necessary
- Prepare court documents as required

Provincial Offences Officer and Building Official Duties:

- Conduct public relations as a Provincial Offences Officer
 - Prosecute violations under the Building Code Act, and enforce the Town's by-laws
 - Act as witness in provincial court proceedings for the prosecutor
 - Collect evidence
 - Assess compliance with Site Plan Agreement
 - Enforce all applicable laws as per the Ontario Building Code
-
- Scope of work includes all parts of the OBC with a focus as a generalist, plumbing or mechanical specialist
 - Proactive surveillance of illegal construction activities as directed
 - Other inspection duties as assigned

Education and Experience

- 3 year Diploma in Architectural, Engineering or Construction Technology or equivalent
- Successful completion of provincially mandated Building Code examination in the following categories: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing - House , Plumbing - All Buildings, HVAC- House, Building Services, Building Structural and On-site Sewage Systems, Legal
- Member of the Association of Architectural Technologists of Ontario (MAATO) is an asset
- Certified Engineering Technologist (CET) is an asset
- Certified Building Code Official (CBCO) is an asset
- Building Code Qualified (BCQ) is an asset
- 5 year's experience as a municipal building official or equivalent

Required Skills/Knowledge

- Proficient in Microsoft Office Suite
- Exceptional customer service skills with experience in dealing with the public
- A team player and a mentor to staff
- The ability to defuse difficult situations
- Exhibit patience and understanding in dealing with applicants unfamiliar with building and development processes
- Able to read and understand all construction drawings related to Part 9 and Part 3 Buildings
- Experience in construction and building inspections
- Ability to apply the Ontario Building Code
- Good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Proven written and verbal communication skills
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated)

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the ['View Jobs for Current Employees'](#) link on the [City's Careers Page](#).

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.