

# Building Inspector – 2 Positions

## Building Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Requisition Number

JR0000000870

### Employee Group

Non-Union

### Employment Status

Full Time Permanent

### Type of Vacancy

Existing Vacancy

### Hours of Work

35 hours per week

### Department

Building

### Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of Sims Square, 390 Brant Street, Burlington, Ontario. Work location is subject to change at the discretion of the City due to operational demands. Effective January 2026 this role will be required to be on site 50% of the time each month.

### Position Overview

Reporting to the Supervisor, Building Inspections, the Building Inspector is responsible for inspecting construction at selected stages to ensure conformity with approved drawings, specifications, building codes, building permit by-law and other relevant legislation or policies, and ensuring that unauthorized construction is not taking place and applicable legislation is not being contravened.

### Responsibilities

The Building Inspector will be responsible for:

*We thank all applicants and advise that only those to be interviewed will be contacted.*

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- Inspecting construction in all types of buildings to ensure compliance with the Ontario Building Code and Building Code Act and approved drawings, relevant legislations, standards and policies.
- Policing and enforcing Ontario Building Code, writing and issuance of applicable Orders as prescribed in the BCA including Orders to Comply, Stop Work Orders and other Orders as deemed necessary, including follow-up responsibilities.
- Maintaining accurate and up-to-date records of inspections and evidence.
- Preparation of evidence and prosecution briefs and attending court to provide testimony on escalated enforcement matters working alongside the City's Legal department.
- Problem solving 'on site' to provide equivalent solutions to achieve compliance to the applied design specifications.

## Requirements

You have a degree or diploma in Architectural, Civic Engineering, or Construction (or equivalent) and a minimum of three (3) years experience in conducting municipal building inspections on Part 9 and Part 3 buildings or five (5) years of relevant experience with an in-depth knowledge of the Ontario Building Code. Certified Building Code Official (CBCO) designation is preferred. Certification and/or eligibility for certification in PEO, OACETT or OBOA is also preferred. Proficiency with AMANDA is beneficial.

You also hold provincial qualifications as set out in the 2024 Ontario Building Code. For this position, you hold Ministry of Municipal Affairs & Housing qualifications in General Legal/Process or CBO Legal, along with a minimum of five (5) of the following to start and the remaining qualifications within 2 years:

- House
- Plumbing House
- HVAC House
- On-site Sewage Systems
- Small Buildings
- Large Buildings
- Complex Buildings
- Building Structural
- Building Services
- Plumbing – All Buildings
- Detection, Lighting and Power

Your in-depth knowledge of the Ontario Building Code, ASHRAE, CSA and NFPA standards is complimented by excellent written and verbal communication and conflict resolution skills. You have a strong attention to detail and can prioritize tasks in a fast-paced environment efficiently. You are comfortable working independently as part of a larger team.

A valid Class G driver's license is required with an acceptable driver's abstract with no more than three (3) driving related convictions or an accumulation of no more than three (3)

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demerit points in the previous three (3) years prior to the date of hire, and/or no administrative driver license (ADLS) suspensions.

**Police Check Requirement**

This position requires the successful candidate to provide a clear criminal record check at their own expense.

**Salary/Hourly Range**

\$101,881 to \$127,351 (Level J)

**Posting Close Date**

March 16, 2026

**How to Apply**

**External Applicants:** please visit [www.burlington.ca/careers](http://www.burlington.ca/careers). Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

**Internal Applicants:** current employees must apply for positions through the Jobs Hub application on your City Workday account.

**Accommodations**

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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