



## **Senior Building Inspector Posting 202618**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

You are a top performer who demonstrates a keen interest in the enforcement of the Ontario Building Code and strive to create positive and productive working relationships.

Reporting to the Manager of Inspections, this position is responsible to perform field inspections of all buildings to ensure compliance with Building Code Act, Ontario Building Code and relevant standards and policies.

### **Accountabilities:**

- Perform mandatory inspections for large and complex buildings and designated structures to ensure that Architectural, Structural, Electrical, Site Servicing and Building Mechanical and Fire Protection Systems work complies with building permit documentation, the Ontario Building Code, Building Code Act, Applicable Law, Technical Standards, and all other applicable legislations, standards and by-laws
- Inspect unsafe buildings including buildings damaged by fire, wind, snow earthquake, impacts, or similar events and issue respective Orders
- Evaluate the alternative materials, systems and processes used in the construction to determine whether they provide the level of performance proposed by the reviewed building permit documentation
- Make timely, practical and appropriate decisions at the time of inspections based on knowledge, expertise, and particulars disciplines based on the situation
- Investigate large and complex buildings and designated structures that have commenced construction or been constructed without permits
- Interact and liaison with builders, designers, internal and external agencies and general public on matters related to construction activities
- Produce legible, concise, complete and accurate reports and maintain records of field inspections (using AMANDA production)
- Prepare, issue and post Orders pursuant to the Building Code Act, prepare prosecution briefs e.g., synopsis, will-say statements, and documents to attend Court cases in legal proceedings as a witness for the Town

- Provide back-up for other inspection disciplines as required
- Enforce other by-laws (e.g. Additional Residential Unit)
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupation Health and Safety Act
- Perform all other job-related duties as directed, including Acting Manager's duties when required in their absence

**Qualifications:**

- 3-year College Diploma in Civil or Mechanical Engineering at the Technologist level
- 9 years of experience in municipal building code enforcement as well as construction site experience
- Registration with the Ministry of Housing for the following categories: General Legal, House, Small Buildings, Large Buildings, Complex Buildings, Building Services, Building Structural, Plumbing All Buildings, On-site Sewage Disposal Systems, Detection, Lighting & Power and Fire Protection
- In-depth theoretical and practical knowledge of the Building Code Act and Architectural, Structural, Building Mechanical, Plumbing, Fire protection, Electrical and Energy Efficiency requirements of the Ontario Building Code
- In depth knowledge of building materials, designs, processes, construction principles and all applicable standards
- Good judgment and decision-making skills
- Excellent verbal and written communication skills and the ability to communicate to the general public
- Ability to work effectively in a team environment
- Proficiency in Microsoft Office applications (Outlook, Word, PowerPoint and Excel) and permit inspection tracking software system AMANDA production used remotely and while in the field
- Working knowledge of the relevant sections of the Occupational Health and Safety Act and Regulations for Construction Projects
- AATO and/or OACETT, or OAA and/or PEO membership
- Qualification as a Certified Building Code Official (CBCO)
- Valid driver's license and use of a personal vehicle

**Compensation:**

The salary for this position (35 hours per week) is \$97,722 - \$116,335 annually.

**Position Details:** This posting is for an existing vacancy.

**Location:**

This position allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town's Work from Home Policy, and as subject to change. This position will also require some flexibility in the incumbent's availability and work schedule.

**Application:**

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., April 29, 2026. Please quote posting 202618 on your cover letter.

**Application Form:** [Submit a Job Application](#)

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer.

Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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