



## Senior Building Inspector

Permanent Full-Time  
Legislative Services Department—Building Division

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Deputy Chief Building Official, the Senior Building Inspector is responsible for a full range of duties including the managing of building permit applications, coordinating approvals from other departments and outside agencies, performing plan examination and building inspections for all classes of buildings outlined in the Ontario Building Code including institutional, commercial, industrial and multi-storey residential buildings. The Senior Building Inspector also provides guidance and direction to other staff.

### The Candidate

As the ideal candidate, you hold a post-secondary diploma in Engineering Technology, Architectural Technology, Construction Technology, or a related field. The successful candidate will possess qualifications and registration in the Inspector Program administered by the Ministry of Municipal Affairs & Housing in accordance with O.Reg 332/12, including General Legal, House, Small Buildings, Large Buildings, Complex Buildings, HVAC House, Detection, Lighting and Power, Building Services, Building Structural, Plumbing House, and Plumbing All Buildings. Designation as a Certified Building Code Official (CBCO) is required.

You have a minimum of five (5) years of progressive experience in plan examination, building inspection, construction/design, or related services. You demonstrate extensive knowledge of the Ontario Building Code and Building Code Act, as well as accepted construction and plumbing practices for all building types. Additionally, you have working knowledge of applicable legislation and standards, including the Planning Act, Ontario New Home Warranties Act, Public Utilities Act, Municipal Freedom of Information and Protection of Privacy Act, and National Fire Protection Association (NFPA) Standards is required.

### Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary range between **\$88,416 and \$107,573** and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

## Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✔ Complimentary access to recreation facilities, including the fitness centre
- ✔ Three personal float days each year for flexibility and balance
- ✔ Industry-leading benefits covering health, dental, and wellness support
- ✔ Corporate training and career development programs to support lifelong learning
- ✔ A collaborative, inclusive workplace that values innovation and service excellence
- ✔ Opportunities to engage with the community and make a meaningful impact
- ✔ Employee recognition programs that celebrate achievements and contributions
- ✔ A secure pension plan to support long-term financial well-being

**More than a job. A place to grow, belong, and thrive.**

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) **May 29, 2026, at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit [www.grimsby.ca](http://www.grimsby.ca) under "Career Opportunities".

## Posting #: 32-2026

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## **JOB POSTING**

### **Senior Building Inspector** Legislative Services Department—Building Division

#### **1. Building Permit Application (45%)**

- Receives and reviews building permit applications for all classes of buildings (eg. residential, commercial, industrial and institutional) to ensure engineering, architectural, mechanical and structural plans are compliant with the Ontario Building Code, Regulations and other applicable legislation.
- Processes applications for residential, commercial, industrial and institutional permits including accessory buildings, demolitions, plumbing, sewer/drains, signs, private swimming pools and farm buildings.
- Coordinates alternative solution applications and reviews use of innovative construction products and techniques to ensure conformance with applicable legislation.
- Performs duties and conducts fee calculations as outlined in the Building Permit By-Law.
- Confirms Tarion Warranty registration.
- Coordinates required approvals from other town departments and outside agencies.
- Corresponds with owners, architects, engineers and designers during the plan review process.
- Advises applicants of other authorities having jurisdiction or requirements prior to permit issuance.
- Forwards applications to the Chief Building Official after conformity with all requirements have been determined.

#### **2. Building Inspection and Enforcement (45%)**

- Performs site inspections for all classes of buildings to ensure compliance with the building, plumbing and life safety provisions of the Building Code and Regulations, municipal by-laws and other related legislation.
- Issues Orders to Comply, Stop Work Orders, Unsafe Orders and Emergency Orders
- Maintains proper records relating to all building inspection processes, which may include site plans, subdivision and on-going permit status.
- Ensures field work is performed in a manner consistent with the Occupational Health and Safety Act and the Corporation's Health and Safety Policy.

#### **3. Public Relations/Community Support (5%)**

- Provides exceptional community relations, external communications and customer service on behalf of the Town in relation to all building, permit, code, and departmental related matters.
- Provides customer support in person and by telephone.
- Provides information to applicants and the public on permit application process and requirements.
- Responds to inquiries and provides information to the public regarding permits, related by-laws inspections, fees and charges and other matters pertaining to Building.

- Refers complaints received at the counter to the appropriate staff and/or departments.

#### **4. Other (5%)**

- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- Other related duties, as assigned.

**The successful candidate will possess the following:**

#### **Education**

- Post-secondary diploma in Engineering Technology, Architectural Technology, Construction Technology, or related field.

#### **License, Registration and Training**

- Qualification and registration in the Inspector Program as administered by the Ministry of Municipal Affairs & Housing in accordance with O.Reg 332/12 in the following areas:
  - General Legal; House; Small Buildings; Large Buildings; Complex Buildings; HVAC House; Detection, Lighting and Power; Building Services; Building Structural; Plumbing House; and Plumbing All Buildings.
- Designation as a Certified Building Code Official (CBCO).

#### **Experience**

- Five (5) years of progressive experience in plan examination, building inspection, construction/design, or related services.

#### **Knowledge/Skills/Abilities**

- Extensive knowledge of the Ontario Building Code and Act and accepted construction and plumbing practices for all types of buildings.
- Working knowledge of the Planning Act, the Ontario New Home Warranties Act, the Public Utilities Act, the Municipal Freedom of Information and Protection of Privacy Act and National Fire Protection Association (NFPA) Standards.
- Working knowledge of fire separations, fire protection and barrier free requirements.
- Strong communication and public relations skills.
- Able to effectively, professionally and courteously work with all levels of staff, contractors and the general public.
- Outstanding interpersonal, problem solving and conflict resolution skills.
- Excellent customer service skills.
- Intermediate proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

A combination of education, training, and experience may be considered.