



Building Inspector

Full-time

Planning and Development Department

Municipality of North Grenville

POSTING #: PD-2026-005

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptonville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital - Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination.

Application:

The Municipality of North Grenville is seeking to fill the position of Building Inspector in the Planning and Development Department. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources by Monday August 10th, 2026, no later than 4 p.m. EST.

Please quote "PD-2026-005".

Email: recruitment@northgrenville.on.ca

Responsibilities:

Building Permit Review and Administration

- Review building permit applications, drawings, specifications, and supporting documentation for compliance with the Ontario Building Code, Municipal by-laws, applicable legislation, and approved standards.
- Determine permit application completeness and identify deficiencies or additional information requirements. Process permit applications.

Inspections and Regulatory Compliance

- Conduct site inspections for residential, commercial, industrial, and institutional construction projects at various stages of construction and occupancy.
- Inspect buildings and structures to ensure compliance with approved permit drawings, the Ontario Building Code, applicable legislation, and Municipal by-laws.
- Identify deficiencies, non-compliance issues, and unsafe conditions and communicate required corrective actions to property owners, contractors, or developers.

- Issue orders, notices, and inspection reports in accordance with the Building Code Act and applicable legislation.

Customer Service and Stakeholder Relations

- Provide professional and timely customer service to residents, contractors, builders, consultants, and the public.
- Explain technical information, Building Code requirements, and inspection results in a clear and respectful manner.
- Respond to inquiries, complaints, and requests for information related to building permits, inspections, and regulatory requirements.
- Liaise with engineers, architects, utility providers, conservation authorities, fire services, and other regulatory agencies as required.

Education/Specialized Training/Skills:

Required Qualifications

Education

- Post-secondary diploma in Architectural Technology, Civil Engineering Technology, Building Construction, or a related discipline.
- Successful completion of Ministry of Municipal Affairs and Housing (MMAH) qualification exams as required for appointment as a Building Inspector under the Ontario Building Code Act.

Experience

- Minimum three (3) years of progressively responsible experience in building inspection, construction, building design, or a related field.
- Experience interpreting technical drawings, specifications, and construction documents.

Skills & Competencies

- Eligibility for appointment as an Inspector under the Building Code Act.
- Demonstrated knowledge of the Ontario Building Code, Building Code Act, Municipal by-laws, applicable legislation, and construction practices.
- Strong organizational, communication, interpersonal, and customer service skills.
- Ability to work independently and exercise sound judgment in a regulatory environment.
- Knowledge of municipal building inspection and permitting processes
- Conflict resolution and enforcement communication skills
- Ability to manage multiple priorities and deadlines

Additional Requirements

- Valid and unrestricted Class “G” driver’s license with access to reliable transportation and be able to travel to various work locations across the municipality.
- Valid and satisfactory Police Records Check

Working Conditions:

- Standard office hours, based on a 35-hour work week.
- Attend evening Council and Committee meetings, as required.
- Work in an office environment.
- Work in an outside environment with exposure to elements such as inclement weather (extreme heat or cold), noise and hazardous conditions, related to property standards matters.

Compensation:

- The salary range for this position is \$36.43/hr. - \$45.54/hr.

This posting is for a current, open vacancy.

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.