

**Position Title: Senior Building Official
(Temporary up to 24 months)**



Department/Division: Building Services

Reports to: Supervisor, Building Services

Number of vacancies: 1

Bargaining Unit: CUPE

Job Type: Temporary, Full-time hours

Hours of Work: 35 hours/week

Rate of Pay: \$44.39 - \$53.20/Hour

**** Please note the rates of pay for this position is currently covered under a temporary Market Adjustment rate. This adjusted rate will be reviewed and evaluated December 31, 2026; therefore, it is not permanent and not guaranteed.****

Job Posting Closing Date: September 1, 2026

****This position receives 4% in lieu of vacation + 13% in lieu of all benefits in addition to hourly rate of pay****

Defined Benefit Pension Plan - OMERS with Employer-matched contributions

The Role

Please note this is a temporary assignment covering Full-time hours for up to 24 months.

Reporting to the Supervisor, Building Services, the Senior Building Official is responsible for the enforcement of the Building Code Act, the Ontario Building Code and other by-laws through conducting plan reviews and inspections of residential, institutional, commercial, and industrial properties in the City of Kingston. This position ensures that buildings, structures, uses, and related systems are compliant with the approved permit documents, plans and specifications.

Meet your department...

We guide applicants through the building permit process and support construction projects from start to finish. Our team reviews plans, conducts inspections, and ensures compliance with building codes and bylaws for safe, successful development.

What you'll do...

Enforce the Building Code, Building Code Act, and other by-laws

Responsible for the inspection of properties for the city

Review construction projects to confirm compliance with the Ontario Building Code Act and other applicable laws

Oversee training, work assignment, and scheduling of Building and Plumbing Inspectors; provides guidance and develops work methods and standards

Review/investigate/research applications for alternatives under objective based codes

Assure compliance to EPA for Site Condition Investigations

Issue building permits, plan reviews and inspections of residential, institutional, commercial, and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire, and life safety

Serve notice stating specific defects to owners or other appropriate parties when standards are non-compliant with the regulations and by-laws

Respond to complaints concerning zoning by-laws and other applicable laws

Maintain good public relations with all concerned parties

Re-inspect properties to determine action taken and perform necessary follow-up

Issue orders giving particulars of action to be taken and attend court when required

Other duties as assigned

To qualify, you'll need...

3-year diploma in architectural, civil, or mechanical engineering or related program

Five (5) years' experience in the enforcement of codes, standards, and municipal approvals

Qualification as a Certified Engineering Technologist (CET) or Certified Architectural Technologist (AATO) and as a Certified Building Code Official (CBCO)

All Qualifications under Bill 124 to inspect all aspects of: Small Buildings, Large Buildings, Complex, House, House HVAC, Building Services, Building Structural, Plumbing all

Buildings and Fire Protection

Must possess a high degree of tact and a record of good public relations

Effective communication skills both orally and in writing

Ability to prepare and give evidence at tribunals and in court

Handle stressful situations on a regular basis

Able to perform the essential duties of the job

Working knowledge of Word, Access, and Outlook software with an ability to perform data entry

Must adhere to the prescribed Code of Conduct for Inspectors

Must possess and maintain a valid class “G” license with a satisfactory driver’s abstract

Must obtain and maintain a satisfactory criminal record check

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Why Us?

Join a team that’s building more than a city - we’re building a community where people thrive. At the City of Kingston, your work has real impact: safer streets, greener spaces, inclusive experiences, innovative transit, creative public spaces, and brighter futures for all.

We’re more than just a municipal government - we’re a team of problem-solvers, innovators, and community-builders who take pride in shaping the place we call home. As an employer, we’re committed to your growth, your well-being, and creating an environment where every voice counts. Your career is more than a job - it’s where your impact begins.

Why you’ll love it here...

We provide our employees with a comprehensive and competitive total rewards package, which may include extended health coverage, travel and life insurance, and long-term disability. Specific benefits can vary depending on your role and terms of employment.

In addition, employees may enjoy access to:

- OMERS defined pension plan
- Vacation entitlements
- Employee wellness and assistance programs and resources
- Ongoing training and education opportunities
- Flexible work arrangements
- Corporate perks such as discounted transit and fitness passes
- Learning & development resources and networks
- Relocation assistance and local resources

To learn more about working at the City of Kingston, click [here](#).

Learn more about what makes Kingston so special on [PossibleMadeHere.org](https://www.cityofkingston.ca/possiblemadehere)

How to apply

Submit your online application by 11:59 PM on the job posting closing date.

Applicants must demonstrate in their submission how they meet the minimum education and experience requirements of the position. Please include any relevant education documents (degrees, diplomas, or certificates) to your profile.

Accommodations are available at all stages of the recruitment and selection process to support a barrier-free experience for all candidates in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). If you require any accommodations, please let us know. For more information, you can contact us at hrcity@cityofkingston.ca.

Thank you to everyone who applies. While we value each application, only those advancing in the recruitment process will be contacted. All personal information will be handled in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The City of Kingston may utilize artificial intelligence (AI) assisted tools throughout the recruitment process. All final hiring decisions are made by qualified municipal staff.

Internal applications: <https://bit.ly/city-kingston-internal>

External applications: <https://bit.ly/city-kingston-external>

To ensure you don't miss any updates, please check your spam or junk folders for emails from a City of Kingston account.

Our commitment

The City of Kingston acknowledges that we are on the traditional homeland of the Anishinabek, Haudenosaunee, and the Huron-Wendat, and thanks these nations for their care and stewardship over this shared land.

Today, the City is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

Learn more about the [City's reconciliation initiatives](#).