

Our team is highly skilled, passionate about our community, and we care. Let's grow together.

Building Inspector I

What You Will Get To Do

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to, and under the direction of, the Supervisor of Building Inspections, the Building Inspector I is responsible for performing legislated building inspections required by the Ontario Building Code for houses, residential buildings within the scope of Part 9, Division B, to ensure compliance with all applicable Laws, Town By-laws and the Ontario Building Code. Primary duties include, but are not limited to:

- conducting inspections;
- coordinating approvals from other departments and outside agencies;
- issuing compliance orders, collecting evidence, laying charges and testifying in court;
- reviewing drawings with site supervisor;
- consulting with external clients such as engineers and architects to resolve on-site issues;
- reviewing test and site reports;
- preparing and maintaining accurate files and records of inspections;
- assist clients with inquiries concerning the Ontario Building Code;
- assessing building code complaints to ensure compliance; and,
- other duties as may be assigned.

Who You Are

Our Building Services team is looking for an enthusiastic, solutions-oriented team player. You are self-motivated, self-starting and utilize a proactive approach to work. You value partnerships. Your excellent communication and interpersonal skills coupled with your experience enables you to skilfully build, establish and maintain positive working relationships. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

You bring to the team your strong reasoning, analytical, numerical, research and presentation skills. You solve problems by identifying, gathering and processing relevant information. Using your knowledge and experience in the field allows you to navigate through difficult interpersonal situations in a positive manner. You demonstrate adeptness in conflict resolution and approach situations with the goal to improve communication, diffuse tension and resolve problems.

What You Bring To Our Team

As the successful applicant, you must possess:

- a post-secondary diploma or degree in Architecture, Architectural/Engineering Technology or a related discipline;
- a minimum of three (3) years directly related experience;
- be qualified as per The Ontario Building Code in the categories of:
 - General/Legal Processes
 - House
- Working at Heights certification;
- Basic level proficiency in MS Office (Word, Outlook, Excel) and AMANDA; and
- successful candidates are required to hold and maintain a valid Province of Ontario Class "G" Driver's License and qualify for the Town's Safe Driver Program criteria.

What We Offer You

- Salary: \$40.76 - \$50.93 per hour (\$74,183 - \$92,693 per annum)
- Benefits and retirement plan offered in accordance to Corporate programs and/or the applicable Collective Agreement.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a Mobile Hybrid role. Mobile Hybrid recognizes that approximately 50% of job functions associated with the role are done from a Town vehicle. Some work not completed from a Town vehicle can be done remotely. Further details on these programs will be discussed through the selection process.

We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

Posting Date: Tuesday, September 8, 2026

Union Affiliation: CUPE Full-Time

Application Deadline: Wednesday, September 16, 2026

Vacancy Statement: Unless specifically stated, all job postings at the Town of Whitby are to fill existing vacancies within our organization.

The Town of Whitby confirms that artificial intelligence (AI) will not be used in the screening, assessment, or selection process for this position.

Application Instructions: Please submit your application at the following link:
https://whitby.wd10.myworkdayjobs.com/en-US/EXT/job/Garden-St-Branch-Office/Building-Inspector-I_JR5492