

Zoning Inspector I

Service Area:	Infrastructure, Development, and Enterprise Services
Department:	Planning and Building Services
Division:	Building Services
Work Location:	City Hall, 1 Carden Street
Work Mode:	In Person
Job Type and Duration:	Permanent, Full Time Vacancy
Position Availability:	1 existing vacant position
Salary Range:	\$40.41-\$49.66 per hour
Affiliation:	CUPE Local 973
Posting Period:	September 22, 2026 to October 12, 2026 11:59 p.m.

Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Applications are being accepted for the position of **Zoning Inspector I** within Building Services. The successful candidate will perform duties related to zoning matters with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city

Key duties and responsibilities

- Perform proactive enforcement of all matters related to shared-rental housing.
- Perform on-site inspections of properties to determine compliance with property use and regulations as it pertains to the Zoning / CPP By-laws, Small Multi-Unit Residential Registration By-law and Sign By-law.
- Prepare correspondence for the public, business owners, property owners, lawyers and others related to municipal by-law violations and use confirmation.
- Issue Zoning Notices and Building Code Orders.
- Issue Provincial Offence Notices and Informations under the Provincial Offences Act and attend court, as necessary, to ensure compliance with Municipal By-laws.
- Provide back-up coverage for the Zoning Services team.
- Establish and maintain good relations with the public, professionals and city staff.
- Perform other related duties as assigned.

Qualifications and requirements

- Experience related to the duties listed above, normally acquired through a 3-year diploma in Law and Security, Municipal Planning or closely related field and 2-3 years experience in zoning enforcement, municipal by-law enforcement, planning, building inspections, or property standards. Candidates with an equivalent combination of education and experience may be considered.
- Must possess a valid 'G' drivers' licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Knowledge of Zoning and CPP By-laws, Multi-Unit Residential Registration By-law and Sign By-law would be an asset.
- Understanding of the Planning Act as it relates to the Official Plan, minor variances and zoning amendment processes.
- Successful completion of training from the Municipal Law Enforcement Officers' Association of Ontario would be an asset.
- Familiarity of the Provincial Offences Act and Municipal By-laws would be considered an asset.
- Must possess excellent written and verbal communication skills.
- Must possess intermediate computer skills with Microsoft Outlook, Word and relevant software
- Experience with AMANDA software would be an asset.
- Must possess excellent team skills and have a sincere focus on quality customer service.

- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping will also be required on a regular basis
- Must have knowledge of the Occupational Health & Safety Act.
- A satisfactory Police Record Check would be required at time of offer.

Notes

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m.

How to apply

Qualified applicants are invited to apply using our **online** application system by **October 12, 2026**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.