Building & Plumbing Inspector (Up to 2)

Reference # J1026-0158
Department: Building Services
CUPE 109, **Temporary (up to 15 months)**
Wage: $41.91/hr - $48.96/hr
Hours per week: 35 hours per week, Onsite
Closing Date: November 10, 2026

The Role
** Please note the rate 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.**
*Please also note these are temporary positions covering full-time hours for up to 15 months.

The Building and Plumbing Inspector is responsible for conducting plan reviews and site inspections at various stages of construction ensuring buildings, structures, uses, and related systems are in compliance with the approved permit documents, plans and specifications; the Building Code Act and building code as amended Ontario Building Code (OBC); any referenced standards/documents and related legislation.

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...
Review construction plans, specifications and reports from designers, engineers and architects to establish compliance with the OBC, municipal regulations and applicable standards.

Issue permits and complete site inspections for residential, institutional, commercial and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire and safety.

Serve notice stating specific defects to owners or to other appropriate parties when standards do not comply with the regulations and by-laws.

Review construction projects to confirm compliance to Ontario Heritage Act.

Coordinate and prioritize workload and monitor construction activity in assigned geographic area including review of site plans, blueprints and specifications.

As a Provincial Offences Officer, enforce Ontario Building Code (OBC) requirements through

the courts where necessary.

Liaise and maintain good public relations with department clientele including architects, engineers, lawyers, the public, other departments and government agencies.

Other duties as assigned.

To qualify, you'll need...

•3 year Diploma in Civil Engineering Technology, Architectural Technology, or equivalent.
•Successful completion of the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing, in accordance with the Building Code Act (BCA) and the building code in the categories of qualifications set out in the building code as follows:
-General legal/processes or powers and duties of Chief Building Officials
-House

•Preference will be given to applicants who have also successfully completed the following:
-HVAC House
-Small Buildings
-Plumbing All Buildings
-Large Buildings
-Complex Buildings
-Building Structural, and
-Building Services

Failure to successfully obtain the above qualifications within 12 months will impact the employees continued employment with the City.

•4 years' experience with the BCA, the Building Code, and pertinent by-laws, regulations and statutes with a minimum of two (2) years Municipal experience.

•Certified or eligible for certification in the following:
-Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist
-Association of Architectural Technologists of Ontario (AATO) as an Accredited Architectural Technologist
-Ontario Building Officials Association (OBOA) as a certified Building Code Official.

•Excellent verbal and written communication, interpersonal and conflict resolution skills with a demonstrated ability to deal professionally with a diverse public, City staff, members of Council, and the ability to prepare and give evidence in court;
•Excellent organizational skills and the ability to coordinate and prioritize inspection functions to achieve efficient and effective time management;

•Demonstrated ability to prepare concise, detailed and accurate plan review letters and inspection reports, and correspondence;
•Well-developed knowledge of current building construction practices, systems and technologies;
•Working knowledge and application of the Ontario Occupational Health and Safety Act and Regulations and experience with safety related practices on construction sites;
•Able to work independently and as part of a team;
•Working knowledge of Microsoft Office Suite and additional related software products with ability to perform data entry;
•Knowledge of and experience working with CityView and/or Accela databases considered an asset;
•Must adhere to the prescribed code of conduct for inspectors;
•Must possess a valid class “G” Ontario driver’s license
•Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation.
•Must be able to obtain and maintain a satisfactory criminal record check.

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.

How to apply

Submit your online application by 11:59 PM on the job posting closing date. Click the 'APPLY HERE' button to complete your application.

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.

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.

CLICK HERE TO APPLY:

https://careers.cityofkingston.ca/cl2/xweb/xweb.asp?clid=61577&page=jobdetails&jobid=J1026-0158&BRID=EX383471&SBDID=1&LANG=1