Job ID #32290: Building Code Specialist

Planning & Economic Development - Hamilton, Ontario (Hybrid)

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

- **Job ID #32290: Building Code Specialist**
- **Union:** Non-Union
- **Job Description ID #: 7909**
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **November 11, 2026.**
- **Duration:**
    - **(1) Permanent Full-Time**
    - **(1) Temporary Full-Time**
- **Vacancy type:** This posting is for an existing vacancy
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Supervisor of Building Engineering, responsible for accepting and reviewing building permit applications to determine compliance with the Ontario Building Code and other relevant legislation to support the timely issuance of building permits.

This role primarily focuses on the following application types:

- Building permit applications related to Part 3 including, but not limited to, complex buildings and post-disaster buildings including residential, commercial, institutional, industrial, farm buildings and on-site sewage systems.

GENERAL DUTIES

Review building permit applications for completeness; determine acceptance or refusal and communicate requirements to applicants.

Examines and reviews permit plans and specifications for compliance with Ontario Building Code to ensure adequacy of submitted documentation to ensure safety of building occupants and structural adequacy of buildings and structures.

Review referenced technical standards (NFPA, Ontario Fire Code, CSA, CAN/ULC, Intertek and BMEC/CCMC) and all other applicable legislation as related to building permit reviews and inquiries.

Collaborate with internal departments and external agencies to support the timely progression of permit applications.

Research property records and related documentation to support permit application reviews and respond to inquiries.

Issue permits as delegated by the CBO for construction, demolition, change of use, signs, on-site sewage systems and recommend and approve occupant loads for Liquor Licences for the Alcohol and Gaming Commission of Ontario (AGCO).

Examines and analyzes complicated structural systems, life support systems, including smoke control measures, building services and fire suppression systems.

Ability to understand and review shoring and excavation plans, soils reports and geotechnical reports as applicable.

Determines adequacy of submitted specifications and details to ensure safety of occupants, including suitability of used materials.

Evaluate proposed materials, construction methods, and alternative solutions to ensure alignment with regulatory and industry standards and provide recommendations for acceptance.

Participate in preliminary design discussions through a formal consultation process and advise design professionals on Ontario Building Code requirements, required alternative solutions and other related technical considerations.

Attends Provincial Bylaw Court or Ontario Supreme Court to give evidence on Building Code infractions and engineering analysis.

Provides evidence to Provincial Professional Associations to assist in interpretation of Code of Ethics.

Researches and prepares technical comments to various civic committees. Attends various committees in representation of written comments for the department.

Performs site inspections to assess or determine unsafe conditions, witness and certify testing of life safety systems including fire alarms, sprinklers, standpipes, etc. and prepares necessary any site inspection reports and/or recommendations.

Provide professional, timely, and courteous service and technical advice to the public, building permit applicants, and other Divisions regarding permit applications, general inquiries and other site conditions.

Prepare professional written correspondence and maintain accurate records and files.

Provide technical guidance in interpreting regulatory requirements to building inspection, plans examination and administrative staff.

Makes recommendations for improvements to processes, including efficiency improvements, modification/elimination/development of tools, and the introduction and use of technology

Respond to inquiries and explain building regulations and provide guidance to applicant, owner, contractor and designer on potential delays due to necessary applicable law requirements necessary to obtain a permit such as site plan approval, Conservation approval, NEC, MOECC, or MTO and assist where possible to streamline approvals.

Contribute to the development and enhancement of policies, technical guidelines, and internal/external resources.

Works with Supervisors and Training Coordinators in Plans Examination and Building Inspections to determine best practices and methods of plan reviews to ensure seamless start to finish construction projects.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events to ensure the City of Hamilton complies with provincially regulated permit issuance and inspection timeframes.

Works in accordance with the provisions of all applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Act as a technical resource by training, mentoring and supporting staff.

Performs other related duties as assigned.

QUALIFICATIONS

1. Community College Diploma in an Architectural or Civil Engineering Technology Program or Bachelor of Engineering or Architecture from a recognized university and relevant work experience related to the duties described. Registration/Licensed as a Professional Engineer or Architect in the Province of Ontario considered an asset.
2. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code and must successfully meet the following required qualifications:
    - Within 6 months:
        - General Legal/Process
        - Small Buildings
        - Large Buildings
        - Building Services
    - Within 12 months:
        - Complex Buildings
        - Building Structural
        - Plumbing All Buildings

- On-Site Sewage Systems.

3. Certification or eligibility for certification as a Certified Building Code Official (CBCO) with the Ontario Building Officials Association is considered an asset.
4. Significant knowledge of building regulations and construction procedures with the ability to review and analyze building permit applications and related documentation to determine deficiencies to the Ontario Building Code Act and Regulations, applicable municipal By-laws and Codes.
5. Must possess construction background in field techniques and modern construction practices and/or formal building design experience.
6. Demonstrated problem-solving and critical thinking skills.
7. Strong collaboration skills with the ability to work effectively in a team environment.
8. Adaptability and ability to navigate change.
9. The ability to enforce regulations with firmness, consistency, tact and courtesy in plans review work.
10. The ability to make independent decisions as needed when reviewing permit documentation pertaining to the Ontario Building Code, by-law acceptability, interpretation and equivalencies.
11. The ability to participate in ongoing professional development to maintain current knowledge of codes, standards, and best practices.
12. Ability to manage competing priorities, meet deadlines, and achieve results.
13. Ability to provide high-quality customer service.
14. Must possess numerical aptitude and computer literacy skills.
15. Previous experience with a municipal building permit system is considered an asset.
16. Valid Ontario ‘G’ class driver’s licence.

SALARY: Salary Grade 6

HOURS: 35 per week

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

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