Job Title: Building Official Specialist (Mechanical & Plumbing)

Requisition ID: 23922
Department: Planning, Development & Building Dept.
Service: Building Code Services
Employment Type: 2 Full-time Permanent - (1 position Mechanical & 1 position Plumbing)
Work Hours: 35.00 /hours per week
Affiliation: CUPE 503 - In/Out/NS Sal & Wage
Salary Information: $76,733.02 - $89,776.96 annually (2024 rates of pay)
Location: Ben Franklin 101 Centrepointe
Job Category: Planning and Infrastructure
Application Close: 27/11/2026

*Interested applicants please submit your application online at:

www.ottawa.ca/careers

https://jobs-emplois.ottawa.ca/city-jobs/job/Ottawa%2C-ON-Building-Official-Specialist-%28Mechanical-&-Plumbing%29-ON-Ottawa%2C-ON/1291734547/

JOB SUMMARY

Building Inspections & Enforcement is responsible for all inspections and enforcement activities. The branch provides expert and strategic advice on the building regulatory regime, Provincial Acts and Regulations; matters related to unsafe buildings; municipal by-laws; and management of risk associated with the enforcement of the Building Code Act and Regulations.

You are responsible for the review, inspection and approval of the construction of plumbing and/or mechanical building systems for all buildings regulated by the Ontario Building Code. You also provide a broad range of comprehensive technical, expert and professional advisory services for plumbing and/or mechanical building construction for all buildings under the Ontario Building Code. This service includes specialized technical advice in the following disciplines of the Building Code (Plumbing, Mechanical, Fire Protection, and Health and Life Safety), applicable law, agreements and development approvals.

EDUCATION AND EXPERIENCE

Completion of 3 year community college diploma as an Architectural, Civil, Mechanical, Fire Protection or Construction Technologist

Minimum of 7 years of related experience in the design and construction of buildings, including a minimum of 3 years in the fields of plan examination, building inspection and enforcement of the Ontario Building Code Act and regulations

CERTIFICATIONS AND LICENCES

Certified Building Code Official (CBCO) and member of the Ontario Building Officials Association (OBOA)

Completion of Ontario's Building Code exams through MMAH in the applicable areas

Valid Ontario Certificate of Qualification as Plumber 306A for specific positions

KNOWLEDGE

- Specialized knowledge of building plumbing and/or mechanical technology and systems
- Demonstrated knowledge of construction drawings (including architectural, structural, plumbing, mechanical, electrical and geotechnical drawings and specifications) combined with an understanding of the different types of regulations associated with the development approval process
- Working knowledge of professional and technical practice in all disciplines of the design and construction of buildings (architectural, engineering, plumbing, mechanical, structural, geotechnical, project management, etc.)
- Demonstrated knowledge of the Building Code Act, the Ontario Building Code, Fire Protection legislation, the Provincial Offences Act, Environmental Protection legislation, the Planning Act, the Heritage Act, and other applicable legislations and regulations
- Working knowledge of all referenced standards including: National Fire Prevention Association (NFPA), Canadian Standards Association (CSA), Underwriters Laboratories Canada (ULC), and other approval agencies such as the Building Material Evaluation Commission (BMEC), the Canadian Centre for Construction Materials (CCMC) and the Technical Safety Standards Authority (TSSA)

- Working knowledge of the Building Inspection and Plan Examination Policies, Guidelines and Standards manuals
- Knowledge of applicable occupational health and safety legislation
- General knowledge of corporate/departmental policies and procedures related to health and safety

COMPETENCIES, SKILLS AND ABILITIES

- Advise expertly on building plumbing and mechanical technology and systems relating to the Ontario Building Code and regulations and on the impact of these controls on building construction
- Perform complex mathematical calculations
- Communicate effectively with tact and diplomacy, both verbally and in writing, with all external and internal work related contacts
- Work with the public, in a service oriented environment, to transfer technical information to non-technical people
- Work in a fast paced, detail-oriented environment with strict service deadlines
- High degree of personal organization and accountability
- Demonstrated proficiency in utilizing computer software programs which meet the corporate standard, including such applications such as the MAP System, and remote technology
- Read and interpret technical/detailed drawings, specifications, codes, legislations, regulations and technical reports
- Convey technical information to varied non-technical stakeholders
- Exercise sound judgment under limited supervision in adverse conditions and in a time-sensitive environment
- Work on multiple projects simultaneously and establish priorities and time lines
- Strong interpersonal skills with an ability to influence others and work effectively with people representing a wide range of interests and authorities
- Demonstrated analytical and problem solving skills
- Organization skills

- Positive approach in resolving conflicts
- Self-motivated and resourceful
- Client-focused
- Make verbal presentations
- Results-oriented
- Tactful and discreet
- Meet physical demands as assessed (physical demand checklist available on request)

WHAT YOU NEED TO KNOW

- Language Requirement: English oral, reading, writing
- Police Record Check: The successful candidate will be required to complete a Criminal Records and Judicial Matters Check (Level 2) with the Police Services detachment in their jurisdiction to the City of Ottawa's satisfaction.; Police record checks completed by a third-party company will not be accepted.
- You may initially be paid 95% of your starting rate of pay, in accordance with the collective agreement.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

***To apply for this job please go to:** www.ottaw.ca/careers

https://jobs-emplois.ottawa.ca/city-jobs/job/Ottawa%2C-ON-Building-Official-Specialist-%28Mechanical-&-Plumbing%29-ON-Ottawa%2C-ON/1291734547/