



MUNICIPALITY OF

PORT HOPE

EMPLOYMENT OPPORTUNITY

The Municipality of Port Hope, **Department of Development Services**, is currently seeking a **Building Inspector I/Inspector II** to join their team.

About Us

Port Hope is a uniquely attractive place to work, highlighted by the future development of potentially the world's largest nuclear plant, which promises cutting-edge infrastructure and economic stability. This diversification into nuclear energy complements the area's strong economic base in agriculture and manufacturing, securing a stable job market. Employees will engage with advanced technology and industry experts, enhancing professional development. The community's warmth promotes work-life balance, supported by cultural festivals and heritage sites. Proximity to Toronto/GTA provides urban access, while the area's natural beauty invites outdoor recreation. High-quality education and healthcare, low crime rates, and a commitment to environmental sustainability make Port Hope an exceptional place to live and work, fostering both professional and personal growth. Learn more about us at www.porthope.ca

Benefits and Perks

- 35 hour scheduled work week
- Employer paid Group Health, Dental and Life Insurance after three months of employment
- OMERS Pension Plan from the date of hire
- Professional Development and Skill Based Training Opportunities
- Alternate Work Arrangements
- Wellness, Social and Staff Ambassador Committees
- Employee and Family Assistance Plan
- Perks and Savings Partnerships

About The Position

The Building Inspector I is responsible for the processing of building permit applications, plans review, and site inspections of all Part 9 buildings as required to ensure compliance with the Ontario Building Code Regulations, as it pertains to the use and occupancy of buildings within the Municipality of Port Hope.

The Building Inspector II is responsible for the processing of building permit applications, plans review, and site inspections of all Part 3 and Part 9 buildings as required to ensure compliance with the Ontario Building Code Regulations as it pertains to the use, occupancy and maintenance of buildings within the Municipality of Port Hope.

Compensation

Building Inspector I: Approximately \$74,129

Building Inspector II: Approximately \$81,463

Non Union Compensation study under review

Building Inspector I/Inspector II

Qualifications

Building Inspector I

- Completion of a Post-secondary education in Construction, Architectural, Building Science, or Civil Engineering Technology, or a satisfactory combination of education, training and experience in the construction industry.
- One (1) to three (3) years of experience in the construction industry, or a related field.
- Membership in the Ontario Building Inspectors Association (OBOA).
- Ministry of Municipal Affairs BCIN qualifications in the following categories: General Legal/Process, House, Small Buildings, Plumbing - House, HVAC – House, and Building Structural are required. However, Applicants who have not attained all the certifications may be considered.

Building Inspector II

- Completion of a Post-secondary education in Construction, Architectural, Building Science, or Civil Engineering Technology, or a satisfactory combination of education, training and experience in the construction industry.
- Five (5) or more years of experience in construction industry, performing building inspections, or a related field
- Membership in the Ontario Building Officials Association (OBOA), and Certified Building Code Official (CBCO) designation would be an asset.
- Ministry of Municipal Affairs BCIN qualifications in the following categories: General Legal/Process, House, Small Buildings, Large Buildings, Plumbing - House, Plumbing – All Buildings, HVAC – House, Building Services, Building Structural, and Detection Lighting and Power are required. Complex Buildings qualification would be considered an asset, however, applicants who have not attained all the certifications may be considered.
- Knowledge and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.

Responsibilities

Building Inspector I

- Receive, assess, and process building permit applications (including fees and required external distribution), review plans for Ontario Building Code compliance, issue permits, and conduct/document required site inspections to confirm work conforms to approved permit documents and the Ontario Building Code, and follow up on inactive permits.
- Receive, investigate, document, and respond to complaints regarding Ontario Building Code contraventions; proactively monitoring for unauthorized construction and non-compliance within the Municipality.
- Prepare, issue, and document Building Code Act/Ontario Building Code compliance orders as required, and support enforcement actions including participating in prosecutions when necessary.
- Create and maintain accurate detailed notes, records, and documentation of permits and complaint investigations.
- Participate, as required by the Chief Building Official or their designate, in consultation with residents, property owners, builders, and BCIN designers, and prepare any related correspondence.

Building Inspector I/Inspector II

- Co-operate with other Municipal departments, local authorities and inspectors (Planning, County Plumbing, CNL, etc) when jurisdictions overlap.
- Provide courteous, tactful public service in accordance with the Municipality's Public Service values (equity, diversity, respectful workplace) and high ethical standards, by answering general inquiries, providing clear process information, and referring residents to appropriate personnel while maintaining impartiality and professionalism, documenting all meetings and phone calls.
- Perform other duties as assigned by the Chief Building Official or their designate.

Building Inspector II

- Receive, assess, and process building permit applications (including fees and required external distribution), review plans for Ontario Building Code compliance, issue permits, and conduct/document required site inspections to confirm work conforms to approved permit documents and the Ontario Building Code, and follow up on inactive permits.
- Receive, investigate, document, and respond to complaints regarding Ontario Building Code contraventions; proactively monitoring for unauthorized construction and non-compliance within the Municipality.
- Prepare, issue, and document Building Code Act/Ontario Building Code compliance orders as required, and support enforcement actions including participating in prosecutions when necessary.
- Create and maintain accurate detailed notes, records, and documentation of permits and complaint investigations.
- Participate, as required by the Chief Building Official or their designate, in consultation with residents, property owners, builders, BCIN designers, architects and engineers, and prepare any related correspondence.
- Assist the Chief Building Official and their designate in the enforcement of Property Standards By-law, Sign By-law as required by the duties of the Building Services division.
- Co-operate with other local authorities and officials (Planning, Works and Engineering, County Plumbing, CNL, etc) when jurisdictions overlap.
- Provide courteous, tactful public service in accordance with the Municipality's Public Service values (equity, diversity, respectful workplace) and high ethical standards, by answering general inquiries, providing clear process information, and referring residents to appropriate personnel while maintaining impartiality and professionalism, documenting all meetings and phone calls.
- Inspect potentially unsafe buildings due to structural collapse, fire damage or inadequate maintenance to determine the extent of damage and the need for a professional opinion on repairs or replacement.
- Provide standard technical knowledge regarding the Ontario Building Code Regulations to other division staff and the public.
- Train and mentor Building Inspector I employees.
- Perform other duties as assigned by the Chief Building Official or their designate.

Skills and Abilities

- Interpersonal and customer service skills

Building Inspector I/Inspector II

- Verbal communication skills including courtesy, tact, discretion, explanation, judgment and persuasion.
- Written communication skills including grammar/spelling skills and writing of reports/correspondence.
- Analytical, risk assessment, and decision-making skills.
- Detail Orientation skills.
- Intermediate computer skills including, expertise on Outlook Email and MS Office software, and basic computer skills using Excel and Adobe softwares. Citywide software experience would be an asset.

Other

- Valid and satisfactory 'G' Driver's License
- Valid and satisfactory Criminal Record and Judicial Matters Check.
- Office environment with requirement to perform work outdoors and exposure to inclement weather.
- Exposure to unsafe structures and safety hazards when inspecting buildings for compliance.
- Work may involve interactions with angry, abusive and uncooperative individuals.
- Considerable travel within the Municipality.
- Continuous upgrading and education is required.

Submit an Application

Please submit your cover letter and resume online at [Careers - Municipality of Port Hope](#) by September 30, 2026. Interviews may be scheduled in advance of the closing date. We are hiring for one position that is currently vacant.

Recruitment Process

The Municipality of Port Hope is a progressive employer who believes a diverse and inclusive workplace strengthens the team and fosters an environment where everyone feels as though they belong and their dignity, beliefs and identity are respected.

We are committed to creating and sustaining an environment that provides a supportive workplace and equal opportunity for all employees. Accommodations can be requested throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date. All applicants will receive an automated email confirming the submission of their application, but only those candidates selected for an interview will be further contacted by Human Resources.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, as amended.