



Building Inspector III (Mechanical) Development Services

Position Summary

The Development Services Department, Building Division, is accepting applications to fill one (2) regular full-time Building Inspector III (Mechanical) position.

Reporting to the Manager, Inspections and Deputy Chief Building Official this position is responsible for compliance inspections of various stages of heating, cooling, ventilation, air-conditioning, on-site septic, site servicing and plumbing systems in all residential, commercial, industrial and institutional building systems, works, fixtures and service systems appurtenant to buildings regulated by Part 3 and Part 9, Division B of the Ontario Building Code (OBC).

Major Job Responsibilities

- Ensure inspections are completed within the time frames mandated by the Ontario Building Code
- The construction, extension, material alteration, repair, demolition or the change of use of all heating, cooling, ventilation, air-conditioning, on-site septic, site servicing and plumbing building systems, works, fixtures and service systems appurtenant to buildings regulated by Part 3, and Part 9 Division B of the OBC and any accessory buildings, as an appointed inspector under the Building Code Act
- Organizes and prioritizes inspection requests, provides deficiency list to builder/contractor and enters inspection results into the database system for the purpose of maintaining accurate and current inspection records.
- Provides back-up for other building inspection disciplines as required
- Provides interpretation and guidance with code related issues for both internal and external clients as it relates to Mechanical systems and onsite sewage.
- Liaise with property owners, contractors, engineers, architects and other departments on matters related to construction activity.
- Creating and maintaining positive and professional working relationships for internal and external customers.
- Building code violation enforcement
- Investigate and respond to complaints from the public relating to the Ontario Building Code
- Preparation, Issuing and posting of orders pursuant to the Act; prepares prosecution fact sheets and attends Court in legal proceedings as a witness for the Town

Education and Experience

- Post-secondary advanced Diploma in Mechanical Engineering Technology; or equivalent combination of education and a trade certification in plumbing and HVAC.
- Post-secondary Degree in Mechanical Engineering and Provincial trade Certificate of Qualification for plumbing and HVAC is considered an asset
- Five (5) years of experience as a Municipal Mechanical (Plumbing and HVAC) Inspector with a broad comprehension of all building systems and all applicable NFPA standards; Seven (7) years relevant experience in mechanical system design and construction preferred
- Required Ministry of Municipal Affairs and Housing qualifications in the following categories (BCIN required):
 - General Legal/Process
 - HVAC House
 - Plumbing House
 - Plumbing All Buildings
 - Detection, Lighting & Power Building Services
- Detailed working knowledge of the Building Code Act, Parts 3, 6, 7, 8, 9, 11 & 12 of the Ontario Building Code and other building-related legislation/regulations/by-laws/standards and related inspection processes; traditional and contemporary issues in the building industry; building design and construction principles; municipal government; the Occupational Health and Safety Act; and related construction regulations
- Excellent written and verbal communication skills
- Excellent interpersonal and conflict resolution skills.
- Strong organizational, record keeping and time management skills.
- Ability to work independently and within a team in a fast paced environment.
- Ability to meet conflicting deadlines and multiple project assignments.
- Ability to read and interpret architectural, structural, and mechanical drawings, specification and

reports

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to submit a Criminal Records Check with Vulnerable Sector Screening upon employment
- A valid Ontario Driver's License with a driving record that demonstrates responsible/safe driving behavior as use of a personal vehicle is required

Salary Range: \$87,028 - \$108,783 (35-hour work week)

Interested applicants should apply online at www.milton.ca under the Current Employment Opportunities section. The job posting closes at 12:00 am on August 2, 2025. **Interested applicants, please ensure to apply by 11:59 pm on August 1, 2025.**

Internal Applicants: If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

