



Building Inspector Associate

Six (6) temporary, full-time positions (18 months) – Toronto, ON

A skilled communicator with knowledge of the Ontario Building Code as well as municipal and interrelated government legislation, policies and procedures, you are ready to play a key role in promoting and ensuring permit plan compliance as part of the Toronto Building Division team.

Under the direction of the Senior Building Inspector, the Manager or other Building Inspector Generalists, you will inspect additions, alterations and renovations to single- and two-dwelling units, accessory buildings, garages and decks, for compliance with the reviewed permit plans, the Ontario Building Code, referenced standards and related legislation.

MAJOR RESPONSIBILITIES

Your primary responsibilities as a Building Inspector Associate will be varied, but you'll be expected to:

- Conduct detailed inspections of alterations and additions to small housing for compliance with the issued permit plans, the Ontario Building Code, referenced standards, and applicable laws.
- Conduct detailed inspections, and coordinate with other divisions and agencies, to determine compliance with planning agreements, and Committee of Adjustment, Ontario Municipal Board, and Toronto Local Appeal Board decisions.
- Prepare detailed, accurate reports, and review consultants' field reports for accuracy and completeness.
- Organize workload, schedule inspections and document inspection results within the established timeframes, including the collection and attachment of photographs, documents and reports into the Division's computerized records management and tracking system using a remote computing device.
- Liaise with, and provide technical advice to, contractors, architects, engineers and the public on the requirements of the Ontario Building Code Act, the Ontario Building Code, municipal By-Laws, and other applicable laws.
- Notify Senior Inspectors and the Ministry of Labour of unsafe working conditions or sites, and participate with the Senior Inspectors in investigations.
- Respond to enquiries from the public concerning requirements of the Ontario Building Code and applicable laws affecting new construction.
- Investigate complaints regarding contraventions of statutes, regulations and By-Laws.
- Issue Orders and Notices of Violation (Ticket Offence Notices).
- Monitor outstanding Orders, determine when legal action is to be taken, and prepare pre-court letters and court briefs.
- Prepare evidence for presentation before the courts.
- Appear and give evidence, as required, before the Building Code Commission and Toronto Local Appeal Board (TLAB) on the Ontario Building Code Act, the Ontario Building Code and other applicable laws.

KEY QUALIFICATIONS

Your application for the role of **Building Inspector Associate** must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline pertinent to the job function such as architectural technology, building science or civil engineering technology, or an equivalent combination of education and experience.
2. Experience in the design and/or construction of houses or small buildings.
3. Experience reading and interpreting surveys, and architectural, structural, mechanical and plumbing drawings.

4. Experience using a computer for data entry and information retrieval.

You must also have:

- Ability to obtain the following Ministry of Municipal Affairs BCIN qualification requirements for building officials: General Legal and House.
- Ability to accurately interpret by-laws and regulations.
- Excellent customer service and interpersonal skills, with the ability to maintain good relations in a team environment.
- Possession of, and ability to maintain, a valid Ontario Class "G" Driver's Licence and access to a properly insured vehicle.
- Good oral and written communication skills.
- Basic knowledge of the Ontario Building Code.
- Basic knowledge of municipal and interrelated government legislation, policies and procedures.
- Ability to utilize other software packages relevant to supporting the Division's core requirements, such as the City's IBMS System.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

NOTE: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/) < <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/> >.

Number of Positions Open and Work Locations Information:

- **Two (2) vacancy located at North York Civic Centre, 5100 Yonge Street**
- **Two (2) vacancies located at Scarborough Civic Centre, 150 Borough Drive**
- **Two (2) vacancy located at Etobicoke Civic Centre, 2 Civic Centre Court**
- **Four (4) vacancies located at 95 The Esplanade**

Wage Range: \$35.49 - \$38.87 per hour

Toronto is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit jobs.toronto.ca or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://www.linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://www.facebook.com/CityTOjobs).

How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 21844**, by **Thursday, November 25, 2021**.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please

make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.