

Town of Caledon

make a difference



Job Title: Building Inspector, Mechanical

Closing Date: March 8, 2024, 12PM

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Supervisor, Building Inspections / Deputy Chief Building Official, this role is responsible for conducting site investigations and inspections of buildings, structures, and related systems, to ensure construction and/or demolition is carried out in accordance with the requirements of the Building Code Act (BCA), the Ontario Building Code (OBC), referenced standards, Town By-laws, and other Applicable Law, and to verify that provincially prescribed structural, accessibility, health and life safety requirements for all regulated buildings are both enforced and maintained.

As the Building Inspector, Mechanical, you will perform the following duties, including but not limited to:

- Responsible for all inspections they conduct and approve are in compliance with the Ontario Building Code (OBC) and all other applicable laws, standards and regulations. These inspections include documenting and advising the permit holder of any deficiencies/contraventions found during the inspection and directing them to make the necessary actions to rectify the issue.
- Building Inspectors must prepare clear, accurate and concise technical inspection and enforcement related reports and are responsible to ensure that all their inspection results are correctly entered into the Town's permit administration database – AMANDA. This electronic record is the Town's official record and ensuring clear and concise records are crucial in terms of data integrity and form the official Town record.
- Communicate directly with the permit holder and their design professionals both in writing and verbally with respect to inspection deficiencies they have identified and assist them with bringing their building into compliance with the OBC requirements. Along with assisting these clients this position is also responsible for responding to general inquiries from the public regarding on-site matters including possible illegal construction activities.



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- Attend meetings with clients to review potential proposals/applications including other internal Departmental staff and represent the Division in these meetings or attend along with their supervisor or a Sr. Inspector.
- As part of the Divisions ongoing process improvements, Building Inspectors are expected to assist in the development of Divisional SOP's/ Practice Bulletins and along with process improvements.
- Be able to work independently and as part of a larger team to achieve the overall objective of the Town and the Division – to ensure that all buildings built in the Town are safe for the building owners/occupants and members of the public by ensuring compliance with the Ontario Building Code.

The Ideal Candidate

We are seeking a knowledgeable professional with a post-secondary diploma in Architectural or Civil Engineering or a closely related field. Our ideal candidate has 3 years related experience in the construction industry or municipal government directly engaged in the building permit process. The candidate should hold Ministry of Municipal Affairs and Housing qualifications in General Legal, HVAC House, and Plumbing – All Buildings.

The ideal candidate will have demonstrated knowledge of sound construction practices and design. We are seeking an individual with superior understanding of the Ontario Building Code and Ontario Building Act.

The successful candidate for the Building Inspector, Mechanical will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$75,892.79 - \$93,006.93 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **March 8, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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