



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

BUILDING INSPECTOR

Planning and Development – Job # P1312

CLOSING DATE: NOON – FEBRU 24, 2025

JOB SUMMARY:

This position reports to the Chief Building Inspector.

This position is responsible for examining, investigating, and researching building applications, documents and plans for developments, as well as inspecting new and existing buildings and structures to ensure conformity with the National Building Code of Canada, Building and Zoning By-Laws, Minimum Residential Standards and related by-laws and regulations. The Building Inspector will be responsible for the enforcement of municipal by-laws within the City of Moncton, work with established policies, but will be expected to exercise independent judgment and initiative in resolving technical issues or complaints.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduation or equivalent.
- Must be a Community College Graduate in a Civil or Building Engineering Technology Program and registered or eligible for registration in the New Brunswick Society of Certified Engineering Technicians and Technologists or approved equivalent.
- Certification from the New Brunswick Building Official Association (NBBOA) Levels 1 is required. Incumbents must be willing to achieve level 3 certification in a reasonable timeframe.
- Mandatory ongoing training will be required.

EXPERIENCE:

- Certified Engineering Technician/Technologist (CET) or Professional Technologists (PTech) designation or approved equivalent with a minimum of two (2) years' experience of a responsible nature in the inspections of building construction in a regulatory setting. Interpretation of drawings, specifications and ensuring compliance are required.

LANGUAGE:

- English Essential. The ability to communicate in both official languages is an asset. (English and French)

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess the ability to respond to complaints and inquiries to enforce applicable by-laws and policies while maintaining satisfactory working relationships amongst all parties involved.
- Must be knowledgeable and be compliant with the NB Occupational Health and Safety Act and its regulations.
- Must have a thorough knowledge of the National Building Code of Canada and of materials and methods used in building construction, ability to read building construction plans and specifications and identify deviations from such plans during field inspections.
- Must be familiar with Provincial and Federal Regulations and Acts pertaining to development of properties.
- Must possess the ability to recognize faulty construction or hazardous conditions created by deterioration.
- Must become and continue to be acutely familiar with appropriate municipal by-laws as well as the supportive or enabling provincial legislation.
- Must be diplomatic and an effective communicator.
- Must have good writing skills to maintain accurate, complete, and current records.
- Must possess strong organizational and time management skills and be capable of working without direct supervision.

- Examines plans and inspects projects concurrently.
- Provides research studies and reports on history of occupancy, condition of buildings, and background material for compliance pertaining to property and building by-laws.
- Possesses competent knowledge and skills in the operation of the computer and software programs relevant to the position. For example, excel, word and e-mail. Knowledge of Computer Aided Design (CAD), Geographic Information Systems (GIS) would be an asset.
- Provides a significant degree of initiative, judgment, and discretion to find independent solutions to problems.
- Demonstrations will be required to show the public how to implement construction techniques relative to the building code requirements.
- A good working knowledge of law enforcement processes, including investigatory methods, techniques, and requirements.

OTHERS:

- Must possess and maintain a valid Class 5 driver's license.

CONTACTS:

- Strong focus on customer service as incumbent must contact owners of property, contractors, or government officials and tactfully gain compliance to by-laws and Federal and Provincial regulations.
- The ability to be tactful, exercise diplomacy and conduct negotiations with the public in difficult situations is essential to the performance of this position.
- Ability to assess project proposals in relation to by-law compliance and be able to communicate effectively on matters relating to the project.
- Communicate with industry stakeholders in relation to new products and their use.

SUPERVISION:

- No supervision of others is required.
- Ability to work effectively as a team member.

CONDITIONS OF WORK:

- Must demonstrate an on-going focus on customer service.
- The work requires frequent periods of very high levels of concentration.
- Frequent periods of physical effort climbing ladders, stairs, and under occasional dangerous and disagreeable conditions as related to inspection of construction sites.
- Demonstrate a high level of commitment to the organization and carry out work in a conscientious and enthusiastic manner.

- The working conditions are in concurrence with the CHEA/PSAC Local 60200 Collective Agreement.
- Errors may cause public embarrassment, unsafe conditions, or a substantial loss of resources.
- Normal working hours will prevail under agreeable working conditions in an open office environment. However, the incumbent may be required to work beyond normal working hours.
- The incumbent will be required to work extensively with the public in sometimes difficult and stressful situations.