



We're looking for a Supervisor, Inspections/Deputy CBO to join Clarington's Planning & Infrastructure Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Reporting to the Chief Building Official, the Supervisor of Inspection is a key leadership role within the Municipality of Clarington's Building Division, responsible for overseeing the daily operations of the building inspection team. This position ensures that all construction activities within the municipality comply with the Ontario Building Code, municipal bylaws, and other applicable legislation. You will provide technical guidance, supports professional development, and ensures consistent and effective enforcement of building standards to protect public health and safety.

Key Responsibilities

- In collaboration with the Chief Building Official and leadership, the Supervisor reviews technical design proposals submitted by architects and professional engineers, including evaluating staff findings and recommendations related to compliance with the Ontario Building Code.
- Assisting and supporting building inspectors in the preparation of legal enforcement documents under the Building Code Act, including Orders to Comply, Stop Work Orders, Orders to Uncover, and Emergency Orders.
- Responsible for determining the acceptability of proposed compliance solutions, ensuring they align with both the objectives and the specific regulatory requirements outlined in the Code.
- Ensuring that documentation is complete and accurate and may assist in preparing materials for legal proceedings. When required, attends court to provide professional support or testimony in relation to enforcement actions initiated by inspection staff.

- Ensuring regulatory compliance, fostering community trust, and facilitating successful project outcomes, while engaging with property owners, developers, contractors, municipal officials, council, and members of the public.
- Preparing reports for Council, the Corporation, and external agencies, including coordinating input from relevant professionals to support the resolution of complex or contentious matters.
- Providing consistent supervision, leadership, and technical guidance to inspection staff, working collaboratively with team members to address challenges and resolve issues as they arise.
- Conducting regular performance evaluations, fostering professional development, and managing disciplinary matters in accordance with municipal policies and procedures.
- The role also involves participating in broader departmental administrative functions, supporting the alignment of Building Division initiatives with corporate priorities and service delivery standards.
- Other duties as assigned.

What you bring

- A Certified Technologist with a post-secondary diploma, degree and/or certificate in architecture, structural engineering or related field, or equivalent education and experience to the satisfaction of the Director of Building and Chief Building Official.
- Valid BCIN number required.
- Successful completion of the following legislated Ministry of Municipal Affairs and Housing qualifications: Powers and duties of a Chief Building Official, House, Small Buildings, Large Buildings, Complex Buildings, Detection lighting and power, Building Services, HVAC House, Plumbing All Buildings, Plumbing House, Building Structural.
- A minimum of five (5) years of Municipal experience as a Building Official including a minimum of three (3) years coordinating and managing the work of others.
- A comprehensive knowledge of the Ontario Building Code, the Building Code Act, and relevant municipal by-laws and regulations.
- Demonstrated understanding of construction methods, structural systems, and inspection procedures is essential, along with familiarity with occupational health and safety legislation and municipal governance practices.
- Well-developed leadership and supervisory skills, including the ability to manage staff performance, provide technical guidance, and foster a collaborative team environment.
- Strong communication skills are necessary to interact effectively with contractors, property owners, staff, and elected officials
- Proficiency in conflict resolution, technical report writing, and the use of inspection and permit management software.
- Ability to interpret and apply complex codes and regulations, make sound decisions under pressure, and prioritize tasks in a dynamic field environment.
- Must possess the skills to mentor staff, maintain consistent inspection standards, and represent the Municipality in a professional manner during meetings, public engagements, and legal proceedings when required. Demonstrates excellent written and verbal communication abilities, along with strong problem-solving skills applied in both technical and interpersonal contexts.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$109,820 to \$133,487 - Grade 8 of the 2025 Non-Affiliated Salary Administration Program.

- Hours of work: 35 hours per week
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional Information

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant.

A satisfactory criminal record check, valid Ontario drivers' licence and satisfactory drivers abstract, and proof of qualifications will be required for the successful candidate.

How to Apply

Applications will be accepted until **September 26, 2025, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.