



FULL-TIME BUILDING INSPECTORS/PSO/ PROVINCIAL OFFENCE
(Level 1-3)
Competition No.: GI-2025-12



Posting Date:	November 5, 2025	Closing Date:	November 14, 2025
Department:	Growth & Infrastructure Dept.	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes – Employment Matched Contributions		
Salary Level:	\$33.30 (Level 8) – \$46.13 (Level 12) (2025)	Union:	CUPE Local 434

Interviews are tentatively scheduled for November 28, 2025. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Under the direction of the Manager of Building Services, the Building Inspector will be responsible to:

Duties

- Conduct detailed plans examination and mandatory inspections to ensure compliance with the Ontario Building Code Act and associated regulations and guidelines (Level 1 – Part 9 House) or (Level 2 – Part 9 – Small Buildings) or (Level 3 - Parts 3 & 9 & 11);
- Assist with the completion of building permit applications when required, review and approve signage applications, and investigate property standards complaints for structural issues;
- Carry-out detailed site inspections to ensure that construction is in compliance with the Ontario Building Code Act and associated regulations and guidelines;
- Initiate, assist and participate in enforcement proceedings in cases that contravene the Ontario Building Code Act and the municipal Property Standards By-law;
- Prepare letters of compliance, review of special occasion permits, conduct coordinated inspections with other departments e.g., By-Law Enforcement, research new products/materials for code compliance, and properly maintain the Division’s fleet of vehicles;
- Participate in maintaining a positive public relations program with the public and the development industry (e.g., providing easy to understand guidelines and information packages to residents and developers to assist them in the completion of building permits, holding information sharing sessions with key representatives of the development industry, etc.);
- Assist with the maintenance of an electronic building permit application and tracking system;
- Provide coaching and assistance to staff as required; (Level 3);
- Assume the role of Chief Building Official in the absence of the Manager of Building Services (Level 3);
- Provide support in the delivery of an ongoing public relations program involving clients and key stakeholders;
- Prepare statistical reports summarizing building permit activity and related key service delivery performance indicators, etc. (Level 3);
- Required to participate and support the City of Timmins Continuous Improvement Program in order to help foster a culture of operational excellence;
- Other duties as may be assigned from time to time.

Qualifications

- College graduate in civil engineering technology, architectural technology, construction engineering technology or a related field;
- Two to five years prior work experience, preferably in a municipal building department or in the construction industry;
- Qualifications under Division C Section 3.5 of the Ontario Building Code for Part 9 Buildings or Part 3 Buildings;
- General Legal Qualification (Level 1 or Level 2) or Chief Building Official (CBO) Legal Qualifications (Level 3) and a valid Building Code Identification Number (BCIN) issued by the Ministry of Municipal Affairs and Housing, Building and Development Branch;
- Comprehensive working knowledge of the Ontario Building Code Act, associated regulations and guidelines, and familiarity with municipal property standards by-laws;
- Demonstrated competency in conducting detailed plans review of construction projects and on-site inspections;
- Above average interpersonal skills;
- Demonstrated commitment to a team approach and a strong focus on customer relations and customer satisfaction;
- Excellent computer skills utilizing Microsoft Office, the Internet and experience working with Geographic Information Systems (GIS);
- Exceptional customer service and organizational skills;
- Past experience with electronic building permit application and tracking software is an asset;
- Current WHMIS Certificate;
- Bilingualism is an asset;
- Valid Class G driver’s licence.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **November 14, 2025.**

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.