

**Posting #** 3468

**Job Posting Title:** Building Inspector

**Section:** Building Inspection Services

**Division:** Building Services

**Department:** Planning and Growth

**Initial Reporting Location:** Tom Davies Square

**Job Status:** Permanent Position

**Number of Vacancies:** 1

**Union Affiliation:** CUPE 4705 Inside Unit

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range of Pay:** Group 14 - \$39.81 to \$48.84 per hour

**The start date will follow the selection process.**

A **criminal record check** is required for this position and will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your criminal record check with your application.

**Characteristic Duties:** Under the general supervision of the Director of Building Services/Chief Building Official and day to day direction of the Manager of Building Inspection Services.

1. Perform all of the duties of an Inspector pursuant to the Building Code Act and Regulations, as amended.
2. Inspect construction and demolition for compliance with the approved plans, the Ontario Building Code, referenced standards, applicable laws and good construction practices, within the building, structural plumbing, life safety, Heating, Ventilation and Air Conditioning (HVAC) systems and within the timeframes specified in the legislation, and monitor progress of work.
3. Organize workload, schedule inspections and document inspection results, including the collection and attachment of photographs, documents and reports in the Division's computerized records management and tracking system.
4. Provide instruction to contractors, architects, engineers and the public on the regulations and required construction practices, and investigate complaints.
5. Review plans and specifications from all disciplines, to ensure overall compliance with the Ontario Building Code, as required.
6. Advise the Ministry of Labour, Electrical Safety Authority and Fire Department of unsafe working conditions on sites, and participate in investigations, if required.
7. Inspect fire-damaged or unsafe buildings to determine the extent of damage and the need for repairs or replacement.
8. Inspect and prepare evidence for presentation before the courts, and represent the City in civil litigation.
9. Appear and give evidence in court and before the Building Code Commission and the Ontario Municipal Board on the Ontario Building Code Act, the Ontario Building Code and other applicable laws.
10. Respond to inquiries from the public concerning requirements of the Ontario Building Code and applicable laws affecting new construction and renovations.
11. Inspect for issuance of occupancy certificates.
12. Inspect to determine Building Code and applicable law compliance for liquor license applications for occupancy load.
13. Prepare detailed, accurate reports and review consultants' field reports for accuracy and completeness.
14. Verify that new products and method of construction meet approved standards and construction practices.
15. Inspect high risk sites; follow site safety practices and personal protective equipment policies.
16. Issue Orders to Comply when infractions of regulations are found, and give evidence in court when legal action is required to obtain compliance.
17. Make recommendations to improve divisional policies, procedures and practices.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

#### **Qualifications**

- Successful completion of Secondary School (Grade XII) Education, plus some further specialized training in building construction practices and inspection methods or a trade certificate for one of the following: carpentry, plumbing or Heating

## Ventilation Air Conditioning (HVAC).

- Community College Diploma in architectural, mechanical or civil engineering technology with a fundamental knowledge of the Ontario Building Code considered an asset.
- Passes current Building Code Competency Certification in accordance with Provincial Regulations. Must have minimum qualification in House and Legal.
- Over five (5) years up to and including seven (7) years of directly related experience.
- Demonstrate knowledge of construction practices, processes and materials. Specifically demonstrate knowledge in mechanical installations (including plumbing) may be designated mandatory by CGS when required.
- Thorough knowledge of Building Codes, Regulations and By-Laws.
- Demonstrate ability in Report Writing.
- Demonstrate effective interpersonal and communications skills and ability to deal with the public.
- Demonstrate and proven ability related to microcomputer software and administrative systems in a Windows environment. (e.g. Building Permit Management Information System and Field Inspection Data System).
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Provide, at own cost, a current Criminal Record Check.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**Competencies:** [Competency Library - Level 2 Proficiency \(Individual Contributor\)](#)

## How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Wednesday, February 11, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

## Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

## Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)