

Job Vacancy

(2 positions)

Position: Building Inspector Level 2
Job Posting: 068-085-2026
Department: PWES
Division: Building
Status: Full Time

Wage Range: \$38.74 – \$42.90
Job Class: 12
Shifts: 35 hours/week
Posted: July 7, 2026
Closes: July 14, 2026, 4:30pm

Primary Duties and Accountabilities include, but are not limited to:

- Perform duties in accordance with the standards established by the applicable Code of Conduct under the requirement of the Ontario Building Code Act.
- Conduct property site, sewer, moving and building inspections as required for compliance with approved plans, the Ontario Building Code Act and Regulations and related Municipal By-Laws.
- Provide information and technical advice to developers, builders and the public both in-house and on-site.
- Observe projects, notes deviations from by-laws and the building code, procedures & approved plans, and issues verbal and/or written orders for corrective actions.
- Maintain inspection records of assigned projects to ensure they are complete and accurate.
- Issue charges under the Provincial Offences Act and prepare information for court, attending and giving evidence in court, as required.
- Assist By-Law Enforcement Staff on complaints respecting property standards violation, and attend Residential Standards appeal hearings to provide information, as required.
- Review and evaluate for compliance with the Building & Zoning Regulations, and comments on permit submissions and Committee of Adjustment applications and other applicable agencies.
- Provides expert witness testimony with respect to statutory requirements under the Ontario Building Code Act, General Division Court, as well as the local Planning Appeal Tribunal and the Ontario Building Code Commission.
- Prepare general correspondence, reports and statistics.
- Respond to complaints between neighbouring property owners and tenants and attempts to resolve same.
- Review, approve and sign Compliance Certificates and responds to requests regarding file status.
- Liaise with Fire Department and Health Unit on matters of overlapping responsibilities as stipulated in the Ontario Building Code Act and Regulations.
- Perform other related duties as required.

Qualifications:

- College Diploma in a related field, e.g. Civil Engineering, Architectural OR
- College Certificate / Certificate of Qualification, in a related field, e.g. Construction Techniques, Carpenter, Masonry, Plumbing, HVAC, etc.
- Possess and maintain Ministry of Municipal Affairs & Housing qualification of Bill 124; or ability to acquire within designated time frame in the following:
 - General Legal
 - House
 - HVAC House
 - Plumbing House
 - Building Structural
 - Plumbing All buildings
 - Building Services
 - Small Buildings
- Five years in the building construction design and / or municipal building environment.
- Valid Class 'G' Driver's License.
- Knowledge and understanding of municipal by-laws and enforcement procedures.
- Computer literacy in Microsoft including experience in Excel, Word and Outlook.
- Ability to read, write and communicate to perform the duties of the position; e.g. interpret construction drawings & specifications.
- Proficient in report writing and record keeping, including detail and accuracy.
- Evaluate and problem solve field situations for solutions and revisions.
- Ability to communicate, meet and interact with people in a pleasant and professional manner.
- Certified Building Code Official, is preferred.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 068-085-2026 Building Inspector Level 2

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*