



King is Hiring **Building Inspector**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Chief Building Official, the Building Inspector is responsible for the following:

Plan Review and Field Inspection:

- Reviews and issues building plans and carries out inspections to ensure compliance with the *Ontario Building Code* of new building construction, additions and renovations.
- Directs changes as required and notifies all appropriate parties of required changes.
- Maintains field notes.
- Examines permit applications including blueprints and specifications of buildings and private waste disposal systems for compliance to municipal and provincial laws; advises applicants of any deviations from regulations and recommends corrective action; prepares and issues building permits, as appropriate.
- Selects and applies suitable mathematical methods or formulas to conduct statistical analysis to develop conclusions and/or solve problems.
- Evaluates draft plans of subdivision in un-serviced areas and ensures conformance with subdivision agreements with regards to private waste disposal systems.
- Responds to enquiries from the general public, contractors, designers, architects, engineers, councillors, and other stakeholders, regarding interpretations of by-laws, regulations and municipal and divisional policies and procedures. Conducts meetings with the interested parties regarding the above. Resolves conflict and offers possible solutions to ensure compliance.
- Completes inspections related to the Township's Septic Maintenance Program (SMP).
- Conducts sanitary surveys in problem areas.
- Reviews hydro-geological studies related to specific proposals.
- Implements and meets the objectives set out in the *Ontario Building Code* for the Septic Maintenance Program.
- Prepares and gives evidence in court on the *Ontario Building Code* and other building regulatory matters and gives presentations at the Building Code Commission in matters of disputes over *Building Code* interpretation.
- Performs investigations regarding complaints with respect to *Building Code* violations.
- Responsible, as an employee, for health and safety under the *Occupational Health and Safety Act* (OHSA). This includes, but is not limited to:
 - Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using (M)SDS information, ensuring all guards are in place, when applicable);
 - Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC or a health and safety representative.
- Liaises with other divisions, agencies and levels of government.
- Represents the division at pre-consultation meetings.
- Provides advice/guidance/training/assistance to junior staff as assigned and/or as necessary.
- Performs on-site inspections on buildings under construction, issuing various orders ensuring compliance with the *Ontario Building Code* and *Act*.



Administration:

- Prepares and files inspection reports.
- Answers correspondence and notifies owners of any building infractions or deficiencies.
- Prepares examiners' notices and documents examination details. Inputs and updates divisional permit tracking database/program. Maintains accurate and updated records of communications in the divisional repositories.
- Prepares and issues orders for compliance; follows up on orders issued.
- Completes inspection report forms and/or written reports of installations found to be either defective or not conforming to standards; performs follow-up inspections to ensure deficiencies have been corrected.
- Assists in maintaining Building Division policies and procedures, as required.
- Reviews inspection reports to confirm that work is completed in accordance with pertinent regulations and municipal policies and procedures.
- Investigates complaints concerning permits and recommends remedial action and/or issues work orders, as appropriate.
- Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary Divisional objectives.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- College Diploma in Civil Engineering Technology, Architectural Technology, Construction Engineering or equivalent trade experience is preferred.
- Successful completion of a three (3) year technology course leading towards a Certified Engineering Technologist Certification or a university degree in a related and applicable field is preferred.
- Membership with Professional Engineers Ontario, the Ontario Association of Certified Engineering Technicians and Technologists, the Ontario Association of Architects, or another recognized professional accredited association, is an asset. A CBCO certification from the Ontario Building Officials Association (OBOA) is also an asset.
- Must be eligible for membership OBOA.
- Must be a registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH).
- Thorough understanding of the *Ontario Building Code and Act*.
- Qualifications in the following categories as defined under Part 3 of the *Building Code*:
 - Plumbing – all buildings;
 - House; HVAC – House;
 - Small Buildings;
 - On Site Sewage Systems;
 - Large Buildings;
 - Complex Building;
 - Building Services; and
 - Building Structural.
- Knowledge of construction techniques to carry out inspections and determine inadequacies relative to building standards.
- Knowledge of the *Planning Act* as it pertains to the Official Plan, zoning by-law, and minor variance matters.
- Knowledge of site grading and drainage, ability to read plans including engineering and drainage plans.
- Knowledge of the *Provincial Offences Act*, court system, service or orders, concept of due process, and preparation of crown briefs.



- Knowledge of NFPA as related to OBC regulations.
- Thorough knowledge of all pertinent provincial and municipal by-laws, regulations and statutes.
- Computer literate in Microsoft Office software, permit/record tracking database systems (Cityview), and web-based Customer Service Request systems.
- Ability to write clear, concise reports and letters.
- Ability to work well autonomously or within a group or team environment.
- Ability to work with difficult and abusive persons to de-escalate and protect the health and wellbeing of staff while delivering a professional and respectful service as an employee and representative of King Township.
- Demonstrated ability to exercise discretion and judgement when handling confidential, sensitive and/or controversial information and maintains a high standard of public relations at all times.
- Ability to interpret soil reports, grain size analysis, hydro-geological submission, chemical and bacteriological analysis of water.
- Ability to time-manage to adhere to completing work within statutory timeframes and ability adapt priorities as necessary.
- Class "G" driver's licence in good standing.

Conditions of Employment:

- Works involves mental and visual concentration with frequent interruptions.
- Excellent analytical, report writing, verbal communication and interpersonal skills required, along with good time management skills.
- Ability to apply the *Occupational Health and Safety Act* and Regulations relevant to workplace safety.
- Maintains and updates current knowledge, skills and professional certification to meet organizational and provincial standards.
- Must be able to work minimum supervision.
- Must be able to deal effectively with the public, land development professionals, government agencies, lawyers and staff at all levels.
- Class "G" driver's licence in good standing.
- Required to work both in indoor and outdoor environments including during inclement weather/environments.
- Must be legally authorized to work in Canada.

Salary Range/Wage Rate: \$99,990.80 - \$111,129.20 (2026 Rate)

Classification: Union, Full-Time

Vacancy Disclosure:

This posting is a New Position.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on May 18, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal



Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.