

JOB DESCRIPTION



Job Title	Building Inspector I		
Reports To	Deputy Chief Building Official	Job Grade	7
Department	Planning, Building and Development Services	Hours per Week	35
Location	Town Hall	Effective	May 4, 2026
EBG Employee:	Yes	Status	Full Time

Job Summary

The Building Inspector I, under the direction of the Deputy Chief Building Official, will primarily be responsible for conducting initial plans and zoning reviews of building permit applications. This position responds to in-person, telephone, and email inquiries regarding building and zoning requirements and conducts plans reviews and site inspections for issued building permits.

Job Requirements

- Post-secondary diploma in Construction Engineering Technology, Architecture, Building Science, or a related discipline.
- Completion of Ministry of Municipal Affairs and Housing (MMAH) Building Code qualifications in General Legal and House; or ability to obtain within twelve (12) months of hire.
- Minimum six (6) months of experience in a municipal, construction, or building regulatory environment.
- Valid Ontario G driver's license in good standing.
- Strong interpersonal and customer service skills with the ability to interact effectively with the public, contractors, and internal stakeholders.
- Excellent verbal and written communication skills, with the ability to clearly explain technical information.
- Demonstrated ability to manage time effectively, prioritize tasks, and handle multiple competing demands.
- Ability to work both independently and collaboratively within a team environment.
- High level of professionalism, integrity, and ethical conduct, with the ability to handle confidential and sensitive information with discretion.
- Sound judgment and problem-solving skills in a regulatory and customer service setting.
- Flexibility and adaptability in a fast-paced, public-facing environment.

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Job Duties

- Review and process building permit applications to ensure completeness, accuracy, and compliance with applicable legislation, including the Ontario Building Code, zoning by-laws, and other municipal regulations.
- Provide front-line customer service by responding to inquiries related to building permits, zoning, and by-laws in person, by phone, and in writing.
- Guide applicants, contractors, and the public through permit requirements, application procedures, timelines, and applicable regulations.
- Assist applicants in completing permit applications and obtaining required approvals from internal departments and external agencies.
- Verify that all required documentation, fees, and supporting materials are submitted and meet submission standards.
- Calculate and confirm applicable permit fees prior to issuance.
- Conduct detailed reviews of applications, drawings, and supporting documents for compliance with construction standards, zoning requirements, and applicable agreements.
- Review site plan, subdivision, and development agreements to ensure compliance with approved conditions.
- Liaise with external agencies, including Niagara Region Public Works, Niagara Escarpment Commission (NEC), and Niagara Peninsula Conservation Authority (NPCA), as required.
- Conduct site inspections, including water and sewer accessory buildings and other inspections as assigned, to ensure compliance with approved permits and applicable regulations.
- Maintain accurate and complete records of inspections, permits, and related documentation.
- Assist in investigating and addressing construction activity undertaken without required permits or approvals.
- Support enforcement of municipal by-laws and the Ontario Building Code Act and associated regulations.
- Promote and deliver a high standard of customer service through responsive, respectful, and effective communication and service delivery.
- Maintain the highest standards of professionalism, integrity, and confidentiality in all aspects of work.
- Adhere to and support all Town policies, procedures, and regulations, ensuring compliance within the division.
- Demonstrate initiative and a commitment to continuous improvement by identifying and implementing efficient and effective work practices.
- Perform all duties in a safe manner, fostering a culture of health and safety and ensuring compliance with the Occupational Health and Safety Act and applicable regulations.
- Perform other duties as assigned by the Deputy Chief Building Official, Manager of Building Services/CBO or their designate.

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Competencies

Attention to Detail - Attends to details and pursues quality in accomplishing tasks, regardless of the volume of duties encountered.

Customer Focus - Provides superior service to both internal and external customers.

Compassion - Shows concern and empathy in a supportive manner to colleagues and clients.

Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.

Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve them. Use logic and analytical methods to come to realistic solutions.

Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.

Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities, fostering a team environment.

Reviewed By: Name and Title	Aimee Alderman, Director of Planning, Building and Development Services		
Signature:		Date Reviewed:	May 4, 2026
Approved By: Name and Title	Nick Ruller, Chief Administrative Officer		
Signature:		Date Approved:	May 4, 2026
<p>The above description reflects the general details considered necessary to describe the principal functions and duties required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			