

Building Inspector/Enforcement Officer

Municipality of Brockton Task List



Summary: The Building Inspector/Enforcement Officer promotes public safety, conducts inspections to ensure adherence to the Building Code Act, Ontario Building Code, Property Standards By-Law and Municipal By-Laws (noise, parking, etc.). This position works with residents, business owners and developers to help them understand requirements

Location: Brockton
Department: Building and Planning
Remote Work: This position is not eligible
Supervises: N/A

Class: Full-Time, 35 hours per week
Reports To: Building and Planning Manager/CBO
Last Updated: November 2025

Tasks:

Administration

1. Responds to general building and planning enquiries.
2. Provide education and awareness of building and planning legislation, regulations, standards, by-laws and other applicable requirements.
3. Maintain detailed records of enquiries, investigations, inspections records.
4. Assist in office procedure, filing and records management to ensure efficient operation of the department.
5. Provide administrative support to the department and complete administrative tasks as required.
6. Coordinates and assists Municipal Services Coordinator regarding building permit entry and preparation of building permits including inputting information and data into building permit software.
7. Liaise, consult and assist as required with Fire Prevention Officer, By-Law Enforcement Officer, County Land Use Planners and other internal staff and external agencies as required.
8. Assist in the creation and implementation of development plans, programs, policy and procedure for carrying out the Municipality's general policies regarding building department matters.
9. Assist in developing policy for the consistent interpretation and administration of the Ontario Building Code.
10. In coordination with the CBO ensure that the Municipality's responsibilities under the Ontario Building Code Act are met.
11. Perform all duties as outlined and established in the Municipal Code of Conduct for Building Officials.
12. Supports responsive service related to the education and enforcement of Municipal By-Laws from education to enforcement to prosecution.

Building Department

13. Technical and working knowledge of legislation, regulations, codes of practice, bylaws and policies that affect municipal building services.
14. Provide building permit application intake services and reviews to ensure completeness of application at time of submission including collection of building permit fees.
15. Conduct Plans reviews for all applications to ensure submitted plans and documents comply with the Ontario Building Code and Building Code Act.

16. Provide notice of deficiencies related to plans reviews and resolves compliance matters with applicants and designers.
17. Prepare building permits for issuance by CBO.
18. Provide and conduct inspections for all applicable stages of construction as outlined in the Ontario Building Code.
19. Communicate and resolves inspection deficiencies with engineers, architects, owners and contractors.
20. Issue occupancy permits and conducts final inspections to close building permits.
21. Provide inspection and enforcement of the Building Code Act and its regulations.
22. Mediate and provides suggestions and assistance for gaining compliance related building compliance matters.
23. Stays current with changes to legislation and regulations by attending education courses and seminars.
24. Manage open permits to ensure required inspections have been completed including closing open building permits.
25. Issue orders, work with municipal lawyer, attends court for prosecutions related to building code offences and give testimony related to prosecutions.
26. Liaise with various applicable agencies in relation to permits.

Sewage Systems and Re-Inspection Program

27. Provide inspection & enforcement services for Part 8 of the Building Code.
28. Review plans, conduct excavation, installation and final inspections, as well as re-inspections, for on site sewage systems.
29. Direct and coordinate work for on site sewage system inspector for re-inspection program.
30. Assist with training junior inspector(s).

Plumbing Code

31. Distribution of water meters for new structures including the collection of fees.
32. Conduct mandatory plumbing inspections which shall include testing of waste vents, testing of potable water lines and sealing of water meter.

Property Standards

33. Administer municipal complaint policy related to property standards matters.
34. Respond to property standards enquiries and complaints.
35. Conduct property standards investigations and inspections to determine compliance with Property Standards By-Law.
36. Assist with the resolution of complaints, provide information and guidance concerning property standards issues.
37. Enforce Property Standards matters as required including the issuance of notices and orders.
38. Attend property standards committee meetings and court.
39. Perform duties to correct problems when orders are not obeyed by arranging for required work to be done and invoicing the property owner, when requested.

Zoning and Municipal By-Law(s)

40. Respond to enquiries and matters related to the municipal zoning by-law.
41. Conduct and review site plans for zoning by-law compliance.

42. Assist in administration and enforcement of Municipal By-Laws including but not limited to the Municipal Sign By-Law, Swimming Pool Enclosure By-Law, Fence By-Law, Noise By-Law, Parking By-Law etc.
43. Acts as a back up to Animal Control and provides enforcement of the Animal Control By-law and Dog Owner's Liability Act as required.
44. Supports Encampment Protocols as required.
45. Provide public education and awareness and promote safety in order to reduce the incidence of accidents, emergencies and By-law infractions.
46. Enforce By-laws by issuing violation tickets, traffic tags or summonses and subpoenas, and prepare related legal documents.
47. Attend Provincial Offences Court or the Ontario Court of Justice as required to assist in the prosecution of offences.

Other

48. Assist in review and preparation of zoning compliance letters.
49. Act as Zoning Administrator in CBO's absence.
50. Complies with Municipality of Brockton policies and procedures.
51. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Minimum Ontario Secondary School Diploma with post-secondary trade certificate in a relevant field of construction.
2. Degree or diploma in construction, architecture or engineering an asset.
3. Minimum 2 years' related municipal experience with a building department an asset.
4. Must be eligible for registration with the Ministry of Municipal Affairs and Housing qualification system and hold or be able to obtain a minimum of General Legal, On Site Sewage Systems, House, Plumbing All Buildings, Small Buildings, Large Buildings, Building Structural, Building Services and Complex Buildings.
5. Knowledge of Building Code Act, Ontario Building Code, applicable By-laws, Municipal Property Standards, Building and Zoning By-Laws.
6. Continued education and professional development to maintain knowledge of building regulations.
7. MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario or Certification as a Property Standards Officer is considered an asset.
8. Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, public relations and organizational skills.
9. Excellent conflict resolution skills.
10. Knowledge of Microsoft Windows and Office applications, financial information systems and associated evaluative techniques.
11. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
12. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
13. Possess a valid Ontario Class G Driver's Licence in good standing.

Physical Effort and Working Conditions

1. Work is performed in a standard office environment with minimal exposure to hazards.
2. Work is performed in the field for building inspections with exposure to hazards.

3. Physical ability to perform on site building inspections.
4. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact politely and effectively with internal and external stakeholders and to respond on behalf of the CAO and Building & Planning Manager/CBO to inquiries.
8. Hours of work are varied depending upon demand for services. Attendance at evening meetings or events will be required for this position.
9. Regularly required to prioritize variable workload.
10. Sustained manual dexterity is required to operate normal office equipment.