

## **Building Services Team Lead - Inspections**

**(Job # 2025-113-IE)**

**Department:** Development Services  
**Status:** Full Time, Permanent  
**Date Posted:** December 23, 2025  
**Date Closing:** **January 13, 2026, 4:00 p.m.**  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** 37.5 hours per week  
**Salary:** \$99,212 - \$120,707 per year(2025 Rate)  
**Vacancy Reason:** Replacement

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### **WHY Stouffville:**

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, and EAP to help you prioritize what matters most.

This position plays a critical role in safeguarding the health and safety of our community by guiding inspection workflows and ensuring compliance with building codes. This leadership position offers the chance to influence processes, mentor staff, and work on diverse projects that shape our growing town.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### **Position Purpose:**

Responsible for assisting with the coordination and monitoring workflows of inspection staff, including organizing and supporting work processes. Provides guidance to and supports examination and inspection staff in the implementation of their duties. The Inspections Team Lead is responsible for protecting the health, welfare, and safety of all persons using large and small buildings (Parts 3 & 9) and their contents, within the Town, through the examination and/or inspection of architectural, structural, fire protection, mechanical and electrical plans/specifications.

### **Qualifications and Requirements:**

- Post-secondary degree or diploma (3 years minimum) in a discipline such as Architecture, Engineering, Building Science, or other commensurate combination of professional experience and education in areas of building construction, building design, and law enforcement.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (MMAH), in accordance with the regulations for the following categories: Powers and Duties of a Chief Building Official, Small Buildings (which includes House), Large Buildings, Complex Buildings, Building Structural, Building Services, and Plumbing All buildings.
- Minimum of six years of related experience with 4 years in a Code enforcement environment  
Working knowledge of the [Ontario] Building Code Act, Ontario Building Code regulations, referenced standards and applicable laws

- Sound knowledge of architectural design, structural design, mechanical design, and electrical design, with emphasis on structural sufficiency and life safety system design.
- Good knowledge of the Ontario Occupational Health and Safety Act and safety regulations relevant to building construction.
- Proficient in Microsoft Office- Outlook, Word, Excel, and PowerPoint
- Excellent customer service, interpersonal, verbal, and written communication skills
- Advanced interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, residents, and other agencies.
- Effective organization skills; ability to prioritize and meet deadlines regularly.
- Ability to work independently within a team environment and the ability to adjust to constant change.
- Proven ability to read, comprehend, understand, and interpret every type of commonly submitted construction plan and document.
- Ability to influence colleagues without supervisory authority
- Leadership skills
- High degree of accuracy, attention to detail, and record-keeping skills.
- Problem-solving skills, discretion, and good judgment when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain the security of files.
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads.
- Vehicle in good working condition and appropriate insurance for daily use, as part of employment conditions.
- Valid Ontario Class "G" Driver's License in good standing

### How to apply:

Please forward your resume in confidence by **January 13, 2026, at 4:00 p.m.**, identifying **Job # 2025-113-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**