



**TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**  
**EMPLOYMENT OPPORTUNITY: BUILDING INSPECTOR**

**CLOSING DATE: APRIL 13, 2017**

The Township of H-B-M is currently seeking a full-time permanent Building Inspector. Reporting to the Chief Building Official, the Building Inspector is responsible for assisting with building department activities including efficient delivery of building inspections from the initial enquiry, examination of drawings and issuance of building permits, through to compliance inspections and record keeping all in compliance of provisions under the Ontario Building Code, *Building Code Act* and related legislation.

The ideal candidate will possess a post-secondary school diploma in Building Sciences, Construction Technology, Civil Engineering, Architectural Technology or equivalent trade's certification. Preference will be given to candidates registered with the Ministry of Municipal Affairs and Housing (MMAH) as a qualified Building Code Official. Successful completion or be willing to obtain qualification examinations administered by the MMAH including: house, small buildings, building structural, building services, plumbing all buildings, large buildings, complex buildings and general/legal process. A sufficient amount of Ontario municipal building inspection and building code enforcement experience is an asset.

Must have working knowledge of Microsoft Office Suite, excel in organizational and conflict management skills and have a good working knowledge of the *Occupational Health and Safety Act*. Experience using the municipal software system Keystone Complete is an asset. A valid and clean Ontario Class G Drivers' License and access to personal vehicle is required. Must have a valid Pleasure Craft Operator Card (PCOC) or be willing to obtain.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) and competitive salary that corresponds with education, experience and working abilities. The salary range for this position is from \$52,803 to \$63,362. A detailed job description can be found on the Township website at [www.hbmtwp.ca](http://www.hbmtwp.ca).

Interested candidates are invited to submit a CONFIDENTIAL detailed cover letter and resume, clearly marked 'Application for Building Inspector' by e-mail or regular mail no later than 4:30 p.m. on Thursday April 13, 2017 to:

Pat Kemp  
Chief Administrative Officer  
Township of Havelock-Belmont-Methuen  
P.O. Box 10, Havelock, ON K0L 1Z0  
[pkemp@hbmtwp.ca](mailto:pkemp@hbmtwp.ca)

*Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.*