



HR Manager
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CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL JOB POSTING

POSITION: Building Inspector I

DEPARTMENT: Building/By-Law Services

LOCATION: 10 Lisgar Ave.

POSTING #: HR 22.17

STATUS: Full Time (40 hours/week)

REPORTS TO: Chief Building Official

GRADE: 9 – (28.92 to 35.04)

POSTING PERIOD: June 20 to June 30, 2017

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Reporting to the Chief Building Official under the supervision of the Deputy Chief Building Official, this position will be primarily responsible for processing building permit applications, performing inspections, reviewing drawings and construction conformance related to buildings regulated by Part 9, Division B of the OBC (small buildings)

QUALIFICATIONS:

- Post-secondary diploma or degree in Architectural, Construction or Engineering Technology or Certificate of Qualification, or suitable equivalent
- Successful completion, or willingness to complete the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing in: Legal Processes, House, Small Buildings, Plumbing- All Buildings, HVAC House, Building Services, Building Structural
- CBCO designation granted by the OBOA, CET designation as granted by OACETT or a MAATO as granted by AATO is considered to be an asset
- Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding residential construction as well as a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction
- Excellent knowledge of building construction methods
- The ability to read and comprehend detailed construction drawings and site plans
- Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders
- Strong problem solving and decision making skills and the ability to function effectively with minimal supervision
- Ability to meet the physical requirements (i.e. field inspections) of the position
- Ability to handle stressful situations on a regular basis
- A demonstrated commitment to enhancing a safety culture
- Strong working knowledge of MS Office programs including: Word, Excel and Outlook
- Valid Ontario Class "G" driver's license

POSITION RESPONSIBILITIES:

- Serve as municipality's Provincial Offences Officer for enforcement purposes regarding municipal by-laws, policies and codes
- Review applications and plans for small buildings under Part 9 of the OBC with regards to completeness of the submission
- Advise applicants and CBO/DCBO of incomplete submissions and application issues/items requested
- Examine permit application documents and process applications for Part 9 Small Buildings to ensure compliance with the OBC and relevant Municipal By-laws for the purpose of permit issuance
- Assists with permit application data entry and ensure that all applications are recorded, tracked and forwarded to the CBO/DCBO, as required
- Perform inspections of small buildings required under Part 9 of the OBC and Building By-Law
- Manage inactive open permits and deposits
- Provide customer service in person, by telephone and e-mail
- Must adhere to the prescribed Code of Conduct for Inspectors