



**Employment Opportunity  
Permanent, Full Time  
Building Inspector / Plans Examiner  
(C.U.P.E. Local 1785-01)  
Salary: \$34.01 per hour (35 hours)**

The Township of Scugog is a picturesque community of 22,500 people located along the shores of Lake Scugog within the Region of Durham. The Township is seeking a highly motivated and energetic individual to become its new Building Inspector / Plans Examiner.

Reporting to the Chief Building Official, the incumbent will provide safety to the public by ensuring that all new private and public buildings and signs within the Township are constructed in accordance with the Ontario Building Code, Township by-laws and applicable legislation by:

- Examine building plans to ensure compliance with the Ontario Building Code, Township by-laws and other applicable law as defined in the Ontario Building Code;
- Explain discrepancies and necessary changes to applicants;
- Provide advice and information to guide application decisions;
- Issue building and sign permits in accordance with the Ontario Building Code and Township by-laws;
- Confirm that applications are examined by other departments and agencies prior to issuing permits;
- Calculate and collect building permit and other applicable fees;
- Conduct building inspections as required under the Ontario Building Code;
- Confirm that sites are inspected by other departments or agencies;
- Inspect properties to ensure builders, property owners, contractors, developers, etc. obtain building permits prior to construction, alterations, additions, renovations, and demolitions;
- Issue Orders to Comply, Orders Not to Cover, Unsafe Building Order and any other appropriate orders given by Inspectors under the Building Code Act;
- Recommend the issuance of Orders to Uncover, Stop Work Orders and any other orders requiring the authorization of the Chief Building Official under the Building Code Act;
- Deliver orders to properties and defend in courts, tribunals and hearings;
- Assist the Chief Building Official in the enforcement of the Building Code Act as well as any Township By-Laws, etc; and
- Performing other requisite duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- Secondary school diploma (Grade 12) and two (2) to three (3) years Community College Diploma or equivalent;
- Two (2) to three (3) years experience in building construction;
- Province of Ontario "Qualified" in all categories applicable preferred, with a minimum qualification of General Legal;
- Certified Building Code Official designation preferred;
- Valid class G drivers license with clean abstract;
- Verbal and written communication skills;
- Customer service, conflict resolution, problem solving and negotiation skills; and

- Computer skills in word processing and data management, preferably with Microsoft products, and with Geographical Information Systems in an ESRI environment

**The successful candidate must provide, prior to commencing employment:**

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

**NOTE:** We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing, no later than 4:30 p.m. on **Wednesday, May 15, 2024**. Replies should be addressed to Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca).

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**