



## **Building Inspector (Plans Examiner)**

The Town of Bradford West Gwillimbury is looking for an energetic, highly motivated and organized professional to make a significant contribution to the Development and Engineering Services Department, Building Division.

Reporting to the Chief Building Official, the Building Inspector's primary responsibility will be to review and process applications for compliance with the Ontario Building Code and applicable legislation, issue building permits and inspect residential, commercial, institutional, industrial and agricultural structures to ensure compliance of construction with approved plans, Ontario Building Code and referenced standards. Additionally, this position will be responsible for conducting mandatory inspections to ensure adequacy of life safety, structural requirements, plumbing, septic and HVAC systems in new and renovated buildings. The Building Inspector will investigate complaints relating to Building Code non-compliance, examine plans and specifications for compliance and obtain required government agencies' approvals prior to permit issuance. In addition, you will calculate building permit fees and applicable charges and deposits, issue building permits for projects regulated under the Ontario Building Code and Town By-laws. This role will also be responsible for maintaining accurate reports, give evidence in court, perform plan reviews for permit applications, provide verbal assistance and advice in the field, at the counter, and on the telephone to tradespersons, homeowners, contractors, architects, engineers and the public on regulations and building permit processes.

The successful candidate will possess post-secondary diploma in architecture, building science or related discipline; must be qualified as referenced in Division C Section 3.1.4.1 in a category of qualifications set out in Column 2 Table 3.5.2.1, 2012 Building Code. Designation or eligible for designation as a Certified Building Code Official is desirable.

Minimum three to five years experience in plans review, inspection of building construction, plumbing, sewage systems and grading, preferably in a municipal environment. Candidates must possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public, be productive in a team environment, possess strong conflict resolution skills, and have demonstrated proficiency with information technology. In addition, you must have a valid class 'G' driver's license in good standing.

The position offers a salary range of \$61,031 to 83,124 (2017 rates) plus a competitive benefit package.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting File Number **2017-BI07R by July 26, 2017** to:

Town of Bradford West Gwillimbury, Human Resources Department,  
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8  
Fax: 905 775-8633 or email [hr@townofbwg.com](mailto:hr@townofbwg.com)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***Accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the AODA and the Ontario Human Rights Code.***