



EMPLOYMENT OPPORTUNITY

Building Inspector – Contract – 1 year

The Township of Puslinch is seeking an energetic and motivated individual to fill the position of Building Inspector – 1 year contract.

The major responsibilities include:

- Receive building permits applications and ensure completeness.
- Follow up on all open building permits and take steps to gain compliance and close the permit. Update the Township's software upon completing inspections and closing a building permit.
- Conduct inspections and plans examination on residential construction projects and associated ancillary buildings.
- Provide support and advice to administrative staff and the Chief Building Official.
- Prepare reports on the status of closing open building permits.
- Prepare and issue letters and Orders under the Building Code Act related to on-site inspections.

Qualifications:

- A diploma in Architectural or Construction Engineering Technology
- Successful completion of the Ministry of Municipal Affairs and Housing Examination Program specifically General Legal and House
- Minimum 3 years related experience
- Valid driver's licence in good standing
- Excellent verbal and written communication skills
- Superior interpersonal skills and customer service skills including the ability to work effectively in a team environment
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications

2018 Salary Range is \$54,290.60 to \$61,097.40. Interested applicants are invited to send a detailed resume and cover letter by **no later than 4:30 p.m. Wednesday, February 28th, 2018** to the CAO/Clerk, Township of Puslinch, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0 email: admin@puslinch.ca. For a more detailed job description, visit our website at www.puslinch.ca

If you need an accessible format, please email admin@puslinch.ca or call (519) 763-1226 ext. 214. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.