



Employment Opportunity:

Building Inspector/Plans Examiner

The City of Thorold is accepting applications for the position of Building Inspector/Plans Examiner. This is a unionized position reporting to the Chief Building Official including, but not limited to, the following:

The City of Thorold invites you to submit your resume if you have:

- Minimum of three (3) year College Diploma in Construction Engineering or a related field.
- Minimum of three (3) years' experience in Building Inspections, and in Plans Examination.
- Must be familiar with By-law Enforcement processes and procedures.
- Must be qualified in the following categories: General Legal/Process, Small Buildings, Plumbing All Buildings, Large Buildings, Building Services, Structural and Complex.
- Excellent organization and communication skills
- Proven ability to be a team player
- CBCO Designation considered an asset
- Experience operating a Windows based network computer, utilizing the Microsoft Office Suite of programs (including Access), and other comparable computer software programs

Duties and Responsibilities

- Examine permit applications and ensure they are complete and to ensure compliance with BCA, OBC, Zoning and By-laws
- Examine and approve plans and specifications for all buildings, alterations, additions and demolitions
- Ensure permit issuance timelines are met as set out by the Ministry of Municipal Affairs and Housing
- Inspect all buildings (residential, industrial, commercial, institutional, agricultural) are in compliance with BCA, OBC, Zoning, By-Laws and complete inspection Reports
- Investigate complaints in regard to By-Laws, Property Standards, Zoning, BCA and OBC
- Issue Orders (i.e. Order to Comply) with regards to BCA, Property Standards, Zoning and By-Laws
- Enforce all By-Laws, as necessary

- Prepare and submit all necessary reports with respect to inspections and By-laws
- Consults and assists the General Public, Designers, Engineers, Architects and Contractors with all inquiries through front counter, email, fax, telephone
- Attend all legal/court proceedings as necessary
- Inspect all Group Homes, Bed & Breakfast establishments and Liquor Licensing

Conditions of Employment:

Required to work under the direction of the Chief Building Official with considerable independence of action. Required to work in an office environment and carry out onsite Field Inspections. Valid driver's license and use of reliable personal vehicle. Overtime may be required

Interested candidates are invited to submit their detailed resume to the Chief Building Official at hr@thorold.com no later than, **Tuesday, January 22, 2019 at 4:30 p.m.** Only those applicants selected for an interview will be contacted.

Job Location:	City Hall
Job Rate:	\$34.70
Hours of Work:	8:30 a.m. to 4:30 p.m.
Posting Date:	January 9, 2019

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.