



# The Corporation of the Town of Cobourg

## Plans Examiner/Inspector

### Basic Function:

Interpret and enforce the Ontario Building Code, relevant municipal by-laws and other applicable law by reviewing plans and building permit applications, issue permits, conduct site inspections and respond to public inquiries.

### Responsibilities:

Under the direction of the Chief Building Official:

- Review permit applications and ensure all pertinent drawings, specifications and reports are submitted prior to conducting inspections
- Undertake related inspections to ensure compliance with the Ontario Building Code.
- Preparation and attendance as witness for court cases, Building Code Commission hearings and the quasi-judicial tribunals on behalf of The Corporation of the Town of Cobourg.
- Notify the C.B.O. and the owner/contractor of any deviations from the approved plans and any special problems arising from inspections.
- Issue orders to comply as necessary.
- Keep accurate records of inspections and progress of work
- Perform the duties of the Building Inspector when required.

### Working Relationships:

- Provides information to applicants, the general public, municipal staff and agencies concerning building permit process and requirements, demolition and other by-laws enforced by Building Department.
- Recommend to the C.B.O. any amendments to by-laws believed to be desirable.
- Maintain good relations with the public and development community.
- Respond to public and contractor inquiries about the Building Code and applicable law
- Liaise with architects, engineers and Tarion regarding Ontario Building Code
- Performs such other related duties as may be assigned by the Chief Building Official
- Attends meetings of Cobourg Municipal Council, Municipal Committees and external agencies as required.

### Required Skills and Qualifications:

- Have a Ministry of Housing BCIN designation
- Have a minimum three (3) years combined practical experience in the construction industry and in the enforcement of the Ontario Building Code
- Possess excellent interpersonal, written and verbal communication skills.
- Ability to read blueprints
- Possess a valid driver's licence with demonstrated satisfactory record and a clean driver's abstract as well as access to a reliable vehicle as required to fulfil the duties of the position
- Ability to work independently
- Proficiency with Microsoft Office programs such as Microsoft Word, Excel, Access and PowerPoint
- Valid criminal record check upon hire
- Eligibility to become a Certified Building Code Official (C.B.C.O.) preferred

This position is governed by the Town of Cobourg's collective agreement with CUPE Local 25 .The wage scale for this position is Grade 8A – inside worker: \$28.01 - \$35.02 per hour.

Interested applicants should forward their resume in confidence no later than Friday, February 20<sup>th</sup>, 2019 at 4:00pm to the attention of:

### Human Resources Department

Corporation of the Town of Cobourg  
55 King Street West  
Cobourg, ON K9A 2M2

Fax: (905) 372-8819  
Email: [careers@cobourg.ca](mailto:careers@cobourg.ca)

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.