



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for a 3 year contract position of Building Inspector in the Development Services and Engineering Department.

DUTIES

- Complete plans examination and perform on-site inspections of buildings and structures under construction for compliance with the Ontario Building Code.
- Investigate and enforce City By-laws relating to Property Standards, Swimming Pool Fence and related by-laws.
- Provide technical guidance to clients at our office counter, on job sites, by telephone and email.
- Respond to property inquiries from lawyers, real estate agents, developers, contractors and owners.
- Accept permit applications at counter and issue permits, including collecting fees.
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary diploma in Architectural Technology, Building Inspection or related field.
- Minimum of one year experience performing municipal building inspections and reviewing permit applications, or 3 years' experience in the construction industry or other related experience.
- Successful completion and registration of exams administered by the Ministry of Municipal Affairs and Housing including General Legal, and Small Buildings. Completion of Plumbing-House, On-site Sewage Systems and Detection, Lighting and Power categories would be an asset.
- Have a thorough working knowledge of the Ontario Building Code with emphasis on residential buildings.
- Experience in By-law and Property Standards enforcement an asset.
- Excellent judgement, initiative, organizational, interpersonal and communication skills.
- Must be proficient in Microsoft Word, Excel, Outlook and Building Permit software.
- Must possess a valid Class G Ontario drivers' licence with access to a reliable vehicle.

Compensation for this position is \$32.34 to \$38.37 per hour pursuant to the wage schedule for IBEW – Clerical and Technical Employees for a 35 hour work week, plus a comprehensive benefits package. Interested applicants are invited to submit their resume (in MS Word or PDF format) in confidence by March 5, 2019 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia,
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Fax: 705-325-5904
Email: lbolton@orillia.ca

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed 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 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.