



**TOWN OF CARLETON PLACE**  
**EMPLOYMENT OPPORTUNITY**  
**BUILDING INSPECTOR-PLANS EXAMINER**

**Summary:** Carries out the Municipality's mandate under the Ontario Building Code Act and other applicable by-laws by examining drawings, plans and specifications for all types of buildings and structures and inspecting buildings and structures.

**Qualification/Experience:**

- Post secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
- Minimum 2 years' municipal or construction experience or equivalent experience involving the Ontario Building Code and Building Code Act.
- Must have and maintain BCIN qualifications as required the Ontario Building Code for CBO General Legal/Process, House, Small Buildings, Large Buildings, Plumbing All Buildings, Plumbing House. Qualifications in HVAC House, Building Services and Building Structural would be considered an asset;
- Extensive knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Fire Code and other Municipal/Provincial/Federal laws;
- The ability to read and interpret construction drawings is essential;
- Proficient in Microsoft Office and Fire Pro data base software;
- Possess and maintain a valid Ontario Class "G" Drivers Licence and access to a vehicle.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)  
Interested applicants are invited to submit an application in confidence by 12 noon local time on Friday, March 8<sup>th</sup>, 2019 quoting "Building Inspector-Plans Examiner" Attention Human Resources by:

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

**Facsimile:** 613 257 8170

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.