



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740
Morrisburg ON K0C 1X0
613.543.2673 | southdundas.com

Job Title: Deputy Chief Building Official/Building Inspector	Last Revision Date: April 2019
Reports to: Director of Building, Planning & Enforcement	Approved by: Council
Wage Level: \$66,841-\$76,551	Effective Date: April 2019

Summary of Job Responsibilities

The Municipality of South Dundas has one full-time opportunity available for a Deputy Chief Building Official/Building Inspector. The successful candidate will conduct on-site building inspections as well as plans examination to ensure that all construction work is completed in compliance with the Ontario Building Code Act and Code, and all applicable provincial and municipal legislations.

Primary Responsibilities

- Protect and promote public safety within the Municipality of South Dundas as it pertains to the Building Code Act, the Ontario Building Code and relevant By-laws.
- Evaluate building plans and proposals to ensure compliance with all relevant legislation; identify potential conflicts and participate in solutions.
- Perform the statutory duties and functions of an Inspector pursuant to the Building Code Act, the Ontario Building Code, and relevant By-laws.
- Protect and further the interests of the Corporation with regards to its By-laws and Building Code Act responsibilities.
- Issue orders and notices pursuant to the Building Code Act.
- Accept and review permit applications and conduct site inspections in accordance with the Building Code Act, the Ontario Building Code and relevant By-laws.
- Provide positive and effective representation of the Building Division and the Corporation.
- Respond to inquiries from the public and contractors, and provide guidance, as needed.
- Responds to telephone and front counter inquiries.

- Enforce relevant municipal By-laws.
- Perform such other related duties, as may be assigned.

Work Relationships

Reports to the Director of Building, Planning & Enforcement. Establishes and maintains excellent working relationships with other Municipal and County staff, government agencies, the public, etc.

Skills & Qualifications

- Successful completion of a 2-year program in architectural or engineering technology from an accredited college of applied arts and technology or a combination of education and equivalent experience.
- Certified Building Code Official – CBCO designation from the Ontario Building Official Association
- Successful examination with the Ministry of Municipal Affairs and Housing in the following streams:
 - CBO Legal
 - Small Buildings
 - Building Structural
 - Building Services
 - Detection, Lighting and Power
 - Plumbing – All Buildings
 - Large Buildings
- Minimum of 3 years of progressively responsible experience in building code enforcement.
- Possession of a valid class “G” Drivers License and maintain a clean driver abstract.

Applicants who have not attained all these qualifications may be considered; however, attainment of these qualifications would be required within two years of their date of hire, or a date mutually agreed upon.

Salary Range & Classification

Full-time position at 35 hours per week. Annual salary Range 4 per approved Salary Grid. Full Benefits.

Application Deadline

Qualified candidates should forward their application, including proof of certifications, marked “Deputy CBO/Building Inspector” by **May 10 at 4:30 pm** to:

Municipality of South Dundas
Attention: Mr. Don J.W. Lewis, Director of Building, Planning &
Enforcement
34 Ottawa Street P.O. Box 740
Morrisburg ON K0C 1X0

or by Email: hr@southdundas.com

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-543-2673.

Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Municipality of South Dundas, we will endeavor to make such accommodations.