



**A Community Pursuing Prosperity, Quality of Life and a Healthy Environment**

**The City of Kawartha Lakes**, located on the Trent-Severn Waterway in central Ontario, offers a unique mix of urban, rural, agricultural and water-front living to a growing population of 72,000, plus its annual seasonal residents and guests. Bordered to the south and west by the Oak Ridges Moraine and GTA and Haliburton and the Muskokas' to the north, our goal is excellence and responsible municipal management in the delivery of quality services to our residents and in planning for our communities.

Job Brief:	Reviews and processes applications for sewage system permits and enforcement under Part 8 of the Building Code Act.
Job Title	Building Inspector, Part 8
Wage	\$27.94 - \$34.17 hourly (2019)
Reports To	Supervisor, Part 8 Sewage Systems
Department	Development Services
Location	Building Division
Hours	Normal Working Hours 40 hours per week; varied hours per the Collective Agreement.
Description:	
Other	General office environment with travel throughout the City of Kawartha Lakes in accordance with job requirements; work locations may change from time to time.

**Job Description**

- Respond to telephone and counter inquiries regarding sewage system permits and issues from property owners, developers, contractors and designers
- Inspect sewage systems in accordance with the Building Code Act and the Ontario Building Code and carry out enforcement of the said regulation to ensure compliance

- Review building applications, plans and specifications of primarily Part 8 sewage systems to ensure compliance with Ontario Building Code and applicable law and issues permits for same.
- Perform calculations to determine the value of permit fees, development charges etc.
- Conduct inspections of new sewage systems, additions to and alterations of existing sewage systems for compliance with the Ontario Building Code and applicable law
- Attend training courses, seminars and read technical literature as necessary to remain current in this field
- Maintain accurate records of plans, plan reviews, inspections, letters and reports prepared or used in connection with sewage system permits
- Represent the City at court and tribunals to provide evidence as needed
- Enter permit applications and inspection records onto computer system
- Meet with the public, contractors and designers, to discuss and review their projects
- Coordinate plan review and approvals with other City departments for which approval is required as a precondition for a sewage permit
- Perform other related duties as assigned

### **Skills/Education Required**

- Post-secondary diploma in Environmental Engineering, Building Inspection or a related field
- Certification in the following categories of qualifications as set out by the Ministry of Municipal Affairs and Housing and the Building Code Act
  - General Legal/Process
  - On-Site Sewage Systems
- Minimum 3 years of related progressive experience, preferably in a municipal environment
- Experience in a municipal Building Department environment
- Completion of Ministry of Municipal Affairs and Housing courses leading to a CBCO (Certified Building Code Official) designation
- Experience in court procedures and enforcement as it relates to the Building Code Act and Ontario Building Code preferred
- Demonstrated customer service and interpersonal skills at a level to develop and maintain co-operative/collaborative working relationships both within and outside the organization including coaching and effective problem solving
- Excellent written communication and mathematical skills
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with

management

- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct service delivery office setting
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion, and complying with all applicable privacy legislation and local policies and procedures
- Demonstrated complex problem solving skills and attention to detail and accuracy
- Ability to professionally and respectfully manage stressful and antagonistic situations
- Excellent time management skills with the ability to prioritize workloads and meet deadlines while achieving all administrative requirements
- Demonstrated ability to work independently with minimum supervision
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence
- Upon a conditional offer of employment, a Criminal Record Check, including a Vulnerable Sector Search will be required

**Applicants must be prepared for skill testing.**

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