



Employment Opportunity

Building Inspector (OR Intern)

The Township of North Dundas is an active municipality situated in eastern Ontario, just 30 minutes from Ottawa's downtown core. With a population of nearly 12,000 people, we are constantly seeing growth in our communities, as houses, businesses and public services continue to be developed. In the last year, building projects were valued at over \$25 million, confirming North Dundas' growing population, an increase in local jobs, and a positive outlook for a bright future.

The Township of North Dundas has one full-time opportunity available for a Building Inspector or Building Inspector Intern. Reporting to the Chief Building Official, the successful candidate will conduct on-site building inspections and 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.

Duties and Responsibilities:

- Protect and promote public safety within the Township of North 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 regard 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.
- Answer telephone and front counter inquiries.
- Issue tickets in accordance with the Provincial Offences Act, and attend court proceedings when required.
- Perform such other related duties, as may be assigned.

Minimum Qualifications & Requirements for a Building Inspector:

- Successful completion of a 2 year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.

- Possession of a valid class “G” Driver’s License and maintain a clean drivers’ abstract.
- Successful examination with the Ministry of Municipal Affairs and Housing in the following streams:
 - General Legal
 - House
 - Plumbing – House
 - HVAC – House

Base Salary of \$56,029 – \$65,531 per year

The Township may consider candidates with less than the full required qualifications for a Building Inspector Internship. Interest in this potential role should be indicated in the cover letter.

As a condition of employment, the successful candidate must consent to a driver’s record search and provide a Criminal Records Background Check (Vulnerable Sector).

Hours of Work:

- Required to work a 7 hour day during normal business hours (35 hour work week). Additional hours are occasionally required.

How to Apply:

Please submit your cover letter and resume, no later than 04:00 p.m. on September 16th, 2019, to:
Township of North Dundas
636 St. Lawrence St, P.O. Box 489, Winchester, ON K0C 2K0
Via email: careers@northdundas.com

This job description is available in alternative formats, or accessible communication supports, upon request. We thank all applicants who apply, but advise that only those selected for an interview will be contacted. The information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used solely for the purpose of candidate selection.