



Manager of Human Resources
200 Broadway, 2nd Floor
Tillsonburg, Ontario N4G 5A7
Email: jobs@tillsonburg.ca
Fax: (519) 842-9431

CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL

JOB POSTING

POSITION: Building Inspector Intern

DEPARTMENT: Building/By-Law

LOCATION: Customer Service Centre

STATUS: Fixed Contract Full Time (40 hours/week)
(asap for approximately 18 months)

REPORTS TO: Deputy Chief Building Official

GRADE: 5 (\$18.54 to \$22.48/hour)

POSTING #: HR 41.19

POSTING PERIOD: September 30 to October 14, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Reporting to the Chief Building Official under the supervision of the Deputy Chief Building Official, this position will be primarily responsible for accepting/processing building permit applications, reviewing drawings and construction for conformance with legislation, regulations/standards, compliance inspections of various stages of construction and maintaining all pertinent files and records.

QUALIFICATIONS:

- Post-secondary diploma or degree in Architectural, Construction or Engineering Technology or Certificate of Qualification or a minimum five years of experience as a building practitioner;
- Qualified with MMAH in the area of General Legal/Process.
- Additional MMAH qualifications are considered to be an asset.
- Excellent knowledge of building construction methods.
- The ability to read and comprehend detailed construction drawings and site plans.
- Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders.
- Ability to meet the physical requirements (i.e. field inspections) of the position.
- A demonstrated commitment to enhancing a safety culture.
- Strong working knowledge of MS Office programs including: Word, Excel and Outlook.
- Valid Ontario Class "G" driver's licence.

RESPONSIBILITIES:

- Review applications and plans for residential structures under Part 9 of the OBC with Regards to completeness of the submission;
- Advise applicants and CBO/DCBO of incomplete submissions and application issues/items requested.
- Examine plans and process applications for Part 9 residential buildings to ensure compliance with the OBC and relevant Municipal By-laws for the purpose of permit issuance.
- Assists with permit application data entry into Amanda and ensure that all applications are recorded, tracked and forwarded to the CBO/DCBO, as required.
- Perform inspections as permitted under OBC Div. C, 3.1.4.3
- Manage inactive open permits and deposits;
- Provide customer service in person, by telephone and e-mail;
- Strong documentation/communication skills both written and verbal;
- Ability to handle stressful situations on a regular basis;

- Strong working knowledge of MS Office programs including: Word, Excell and Outlook.
- Must adhere to the prescribed Code of Conduct for Inspectors.
- Adheres to all policies and procedures of the Town.
- Aware of safe work practices relating to Public Works and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.
- Perform other related duties that may be assigned by Supervisor.