

**Employment Opportunity**

The Building/Bylaw/Planning Department is seeking

**a Full Time Building Inspector/Municipal Law Enforcement Officer  
(with a focus on Septic Inspections)**

This position is responsible for the application and enforcement of the Ontario Building Code, provincial legislation, all Municipal by-laws and other applicable laws in order to ensure compliance.

As a member of CUPE Local 4286, your hours of work will consist of 35/week, with an hourly rate of pay of \$25.69, currently under review. Earnings will be subject to Union dues.

**Minimum Qualifications:**

- ) Minimum of Grade 12 is required.
- ) Certification in **General Legal/Process**, as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is required.
- ) Certification in **House or Small Buildings and Onsite Sewage Systems** as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is required.
- ) Willingness to complete additional Ministry of Municipal Affairs and Housing and Municipal By-law certifications is required.
- ) Minimum of two (2) years' experience in construction or a similar, related position.
- ) Good understanding and knowledge of the Ontario Building Code and applicable Federal and Provincial laws as they relate to the use of and occupancy of buildings and land.
- ) Good understanding of construction techniques and the ability to read and interpret plans and blueprints.
- ) Ability to demonstrate skills in resolving contentious issues appropriately and effectively.
- ) Communication, interpersonal and customer service skills to address requests, complaints and the ability to handle difficult situations.
- ) Possession of and ability to maintain a valid "G" Driver's Licence is required.

**Preferred Qualifications:**

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| ) A minimum of 2-years' experience as a Municipal Law Enforcement Officer. | ) A good understanding of Municipal By-Laws, The Provincial Offences Act, The Canada Evidence Act and The Ontario Courts of Justice Act. |
| ) Familiarity with Property and GIS Software                               | ) HVAC – House   |
| ) Municipal By-law Certification.  |  |
| ) Plumbing - House   |  |

Certification in any of the following as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is considered an asset:

- |                            |                                 |
|----------------------------|---------------------------------|
| ) Large Building           | ) Building – Structural         |
| ) Complex Building         | ) Detection, Lighting and Power |
| ) Plumbing – All Buildings | ) Fire Protection               |
| ) Building – Services      |                                 |

Prior to the final selection for these positions, Candidates shall be required to provide, at their own expense, a Vulnerable Sector Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Please read the Position Description for requirements and accountabilities, obtained by calling 705-286-1260 ext. 313 or emailing [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca).

This is an open call for applications until the position is filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

The Township of Minden Hills  
7 Milne St., PO Box 359 Minden, Ontario K0M 2K0

**Attention:** Colin McKnight, CBO/MLEO/Planning Supervisor, or email to: [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca).

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying, as noted above, should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions. We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.