



**Town of Erin**

**Building Inspector**

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**Division:** Community Services

**Position Title:** Building Inspector

**Reports To:** Director of Building & Enforcement, CBO

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**PURPOSE OF POSITION**

The Building Inspector shall be responsible for providing assistance to the Chief Building Official (CBO) for duties regulated by the Building Code Act and the Ontario Building Code (OBC). The incumbent in this position will process building permit applications, provide review of plans, documents and specifications to ensure compliance with the OBC and all other applicable laws.

**Major Responsibilities**

Building Inspector

- Provides assistance to the CBO in the enforcement of the Building Code Act, the OBC, Fire Code and other applicable laws.
- Provide review of plans, documents and specifications to ensure compliance with the OBC, Fire Code and other applicable laws.
- Review and approve sewage system applications.
- Receive inspection requests and perform inspections of buildings under construction within the Town of Erin including residential, commercial, industrial and institutional.
- Perform prescribed inspections as outlined in the OBC as well as additional inspections as per the Chief Building Official.
- Perform joint inspections with the Fire Department if required.
- Interaction with various contractors, trades, designers, installers, architects, engineers and property owners both in the office and on-site.
- Provide advice on methods and materials of general construction, Building Code and Building Code Act, septic and sewage design and construction, local by-laws and other applicable legislation and applicable laws.
- Must be able to read and understand technical drawings along with technical reports, documents and correspondence related to construction.
- Investigate reports of possible construction performed without benefit of a building permit.
- When required, must issue Orders under the Building Code Act. Knowledge and understand correct procedures for issuing Orders and investigating legal proceedings through the Ontario Courts for prosecution under the Building Code Act. Attend court hearings as required; give testimony and liaise with legal representatives as required.
- Maintain and update records pertaining to building permits. Utilize computer system and policies and procedures to ensure proper documentation.

- Keep abreast of all OBC changes, amendments and updates as they apply to construction.
- Administrative support where required by the CBO.
- Other duties as assigned.

### **Position Requirements**

#### *Education and Certifications*

- Post-secondary diploma, degree and/or certificate in architecture, structural engineering or related field.
- BCIN identification required.
- Must be qualified with the Ontario Ministry of Housing in a category of qualification set out in the OBC for house, plumbing – house, HVAC – house and on-site sewage systems.
- Must be qualified with the Ontario Ministry of Housing in a category of qualification set out in the OBC for small buildings, building structural, building services detection, lighting and power and fire protection or working towards completion of qualifications.
- Must have or be eligible for membership in the Ontario Building Officials Association (OBOA).
- Must be in good standing with OBOA and have CBCO/BCQ certification, or working towards certification.
- Completion of Occupational Health & Safety certification or working towards it.

#### *Experience and special requirements*

- 3-5 years of related experience in the field or equivalent combination of experience and education in the field.
- Proficiency in MS Office Suite.
- Experience with Bluebeam and Keystone an asset.
- Great organizational and communication skills.

### **Working Conditions and Environment**

- This position will be based out of the Town Offices.
- Normal office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent may be expected to attend Council meetings outside of normal business hours.
- Working conditions may include inclement weather.
- Must be in excellent physical health and be able to climb ladders and enter confined spaces.
- Valid driver's license and use of a personal vehicle are required.

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The forgoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.

Applications will be accepted until Friday, September 25<sup>th</sup> at 4pm at [HR@Erin.ca](mailto:HR@Erin.ca)

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