



THE TOWNSHIP OF SEVERN
Planning and Development Department
Building Inspector

JOB DESCRIPTION

As a result of an upcoming retirement, the Township of Severn is in search of a Building Inspector to join our Team. The Building Inspector in accordance with the statutory requirements, performs the enforcement of Provincial Statutes and Regulations of the Ontario Building Code, Building Code Act, and other corporate policy as they apply to buildings and structures.

DUTIES

- Responsible for plan examination submitted with building permit applications to ensure compliance with the Ontario Building Code and relevant Municipal by-laws, as directed by the Chief Building Official.
- Conducts site inspections of buildings and structures at various stages of construction to ensure compliance with approved drawings, plans and specifications and relevant Municipal By-laws and reports all unsafe conditions to the Chief Building Official.
- Organizes and maintains personal records, office records and evidentiary records sufficient to the requirements of the department and court appearances, to enable prosecution proceedings under the Ontario Building Code Act and the Provincial Offences Act.
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- Responds to written, telephone and counter inquiries from the public concerning the Ontario Building Code

- Conducts septic inspections pursuant to the Ontario Building Code and Ontario Building Code Act.
- Conducts lot grading inspections for single detached dwellings to confirm compliance with Lot Grading requirements under the Ontario Building Code and Ontario Building Code Act.

QUALIFICATIONS

- Building Inspection Technician Program Graduate, or equivalent discipline
- Certified Building Code Official
- 2 years' experience at a municipal level.
- Computer proficiency and has a working knowledge of Microsoft Products, and other municipal related software programs.
- Ability to prioritize workload and to work effectively and efficiently with minimum supervision.
- Excellent verbal, oral and written communication skills.
- Valid Ontario Unrestricted G Driver's License

Compensation for this position is \$35.71 to 41.77 per hour, for 35 hours per week. This is Full -Time position with a comprehensive benefits package. Interested applicants are invited to submit their resume (PDF Format only) in confidence by November 25, 2020, to Michelle Prophet Healy, Manager of Human Resources, Township of Severn, 1024 Hurlwood Lane, P.O. Box 159, Orillia, Ontario, L3V 6J3; or by e-mail to hr@townshipofsevern.com

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The Township of Severn is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance, with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Freedom of Information Co-Ordinator at the Township of Severn.