



**CORPORATION OF THE TOWN OF TILLSONBURG**  
**INTERNAL/EXTERNAL**  
**JOB POSTING**

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**POSITION: Building Inspector II - REPOST**

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**DEPARTMENT:** Building/By-Law

**LOCATION:** 10 Lisgar Ave

**STATUS:** Full Time (40 hours/week)

**RATE:** \$72,030.40 to \$84,260.80 (annually)

**REPORTS TO:** Chief Building Official

**POSTING #:** HR 14.21

**POSTING PERIOD:** April 27 to May 16, 2021

**NOTE:** Interested candidates are invited to submit their application in confidence online by visiting [careers.tillsonburg.ca](https://careers.tillsonburg.ca).

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 processing building permit applications, performing inspections, reviewing drawings and construction conformance related to all Divisions of the Ontario Building Code.

## **QUALIFICATIONS:**

- Post-secondary diploma or degree in Architectural, Construction or Engineering Technology or Certificate of Qualification, or an equivalent;
- 3 Years experience with: Building Code field inspections, plans examinations and related enforcement; Interpretation and enforcement of the Ontario Building Code; Interpretation of municipal by-laws and related municipal policy.
- Qualified with MMAH in the areas of General or CBO Legal, Large/Complex Buildings, House/Small Buildings, Plumbing-All Buildings, HVAC House Detection Lighting & Power, Building Structural, Building Services.
- A CBCO designation granted by the OBOA, CET designation as granted by OACETT or a MAATO as granted by AATO is considered to be an asset;
- Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding various types of construction including but not limited to structural, mechanical, electrical engineering design principles as related to building construction;
- 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;
- Strong problem solving and decision making skills and the ability to function effectively with minimal supervision;
- 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.

## **POSITION RESPONSIBILITIES:**

- Serve as municipality's Provincial Offences Officer for enforcement purposes regarding municipal by-laws, policies and codes;
- Review applications and plans for all buildings/structures subject to the OBC Act and Regulations 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 all buildings to ensure compliance with the OBC and relevant Municipal By-laws for the purpose of permit issuance;

- Assists with permit intake, application data entry and ensure that all applications are recorded, tracked and forwarded to the CBO/DCBO, as required;
- Perform building, plumbing and HVAC inspections of all buildings;
- 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, Excel and Outlook; Amanda and Cloudpermit experience considered an asset;
- Must adhere to the prescribed Code of Conduct for Inspectors
- Adheres to all policies and procedures for the Town.
- Performs other duties as assigned.
- Aware of safe work practices relating to job responsibilities and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.