



# EMPLOYMENT OPPORTUNITY

The Township of Muskoka Lakes is a progressive, growing, urban and rural municipality located in the District Municipality of Muskoka, home to approximately 6,500 permanent year-round residents and a sizable seasonal population. The Township offers both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, culture, heritage, arts, sights, sounds and attractions, making it a great place to live, work and play!

## Building Inspector – Permanent Full Time Internal & External

As part of the Development Services team, the Building Inspector assures the structural integrity of buildings as well as the safety and accessibility of occupants in accordance with the Ontario Building Code Act and its regulations, Township bylaws, policies, procedures and other relevant legislation.

### Position Responsibilities *(for additional requirements, please refer to job description)*

- Conduct required inspections, within legislated timelines, for the compliance of construction with the Ontario Building Code and maintain accurate records of permits and inspections.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Prepare accurate, detailed and timely reports on all inspections carried out.
- Issue orders as required and ensure clear communication with respect to the remedy.
- Prepare court briefs and assist in the prosecution of offenders, prepare and present evidence in court as required concerning BCA and by-law enforcement.
- Receive applications at counter and conduct preliminary review of plans to determine completeness, project scope and compliance with applicable law;
- Conduct detail-oriented reviews of plans for compliance with the Municipal zoning by-law and the Ontario Building Code and applicable law.
- Advise permit applicants of missing documentation and/or non-compliance with the zoning by-law, Building Code and other applicable law within legislated time frames.
- Respond to inquiries from the public and contractors to provide information concerning codes and information pertinent to projects, both over the phone and at the public counter.
- Support office staff and provide counter service; respond to questions, return phone calls and emails; input correction notices and case-related comments into an automated data base; file and/or scan documents following field inspections.
- Mentor technical and administrative staff in methods, procedures and techniques, and in the administration of legislation, codes and by-laws.
- Maintain skills and knowledge at a high level by taking training through courses, seminars, workshops and selected reading.
- Exercise the powers and duties in accordance with the standards established by the applicable code of conduct.
- Conduct duties in conformance with the Occupational Health & Safety Act and Regulations and promote safe work practices both in the office and at job sites.

### Summary of Desired Qualifications:

- Post-secondary education in architectural, construction, or applied science technology program or related equivalent experience.
- Successful completion of the Building Code Statute Law Amendment Act (Bill 124) exams, through the Ministry of Municipal Affairs and Housing (minimum House and General Legal exams completed in order to be appointed as a building inspector)
- Strong knowledge of the Ontario Building Code and Occupational Health and Safety Act, Regulations and associated standards.
- Strong computer skills including Microsoft Office, GIS and databases.
- Valid Ontario driver's license and Pleasure Craft Operator license.
- Strong values match to the Code of Conduct required for both Building Inspectors and Township of Muskoka Lakes employees.

Salary for the position is \$63,700 - \$75,000 and includes pension and a competitive benefits package

Interested candidates are invited to submit their resume and cover letter asap **online at**

<https://www.muskokalakes.ca/content/employment-opportunities>

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.