



TEMPORARY EMPLOYMENT OPPORTUNITY

Building Inspector

An excellent temporary career opportunity awaits you at the Town of Huntsville. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! Located in Ontario's cottage country, the Town of Huntsville is the largest community in the District Municipality of Muskoka and in proximity to the west side of Algonquin Park. Within this exciting setting, the Town of Huntsville has a vibrant downtown and offers many cultural and outdoor recreational opportunities.

The Building Department is currently looking to hire a temporary Building Inspector for a 12-month contract with the possibility of extension.

Under the general direction of the Chief Building Official, this position will be focused on finalizing open building permits and responding to Property Standards and Building Bylaw infractions. This involves conducting necessary inspections, documenting and recording observations, and contacting the appropriate individuals to address the issue.

The Building Inspector is responsible to undertake site inspections and examine construction drawings and specifications in order to ensure compliance with the Ontario Building Code. This involves informing permit applicants, designers, builders of any code deficiencies, answering building code inquiries, verifying all applicable approvals, researching code related matters for other departments and issuing Orders where concerns have been recorded. In addition, the Building Inspector is responsible to respond to property standards concerns, and carry out inspection programs as directed. The Building Inspector must possess the ability to assist in all matters relating to enforcement and interpretation of the Building Code, Building By-law, Property Standards By-law, Zoning By-law and other relevant Municipal and Provincial Statutes.

Ideally, the successful candidate will be self-motivated and have the following qualifications:

- Certified Building Code Official with the Ontario Building Official Association;
- Ministry qualification (BCIN) related to Part 9 Residential construction and shall include: General Legal or Powers and duties as a CBO; House or Small buildings; Plumbing-House or Plumbing-All Buildings; HVAC- House or Building Services.
- A minimum of 2 years of experience working in a Municipal Building Department;
- Strong analytical skills as well as an ability to make decisions independently;
- Excellent organizational, interpersonal, problem solving and communication skills;
- A keen sense of customer service and ability to multi-task in a fast-paced environment;
- Proficient in the use of personal computer applications such as Excel, Word and Outlook in addition to being familiar in learning new technology and programs.
- Familiar with the Order process within the building code and steps to be successful at administering them.

The hourly rate range for this position is \$33.73 to \$37.18 based on a 35 hours per week, Monday to Friday.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation we will work with you to meet your needs. Qualified applicants are invited to submit a resume and cover letter to the undersigned:

Human Resources Department
Building Inspector – Building Department

Town of Huntsville, 37 Main Street East
Huntsville, ON, P1H 1A1

hr@huntsville.ca

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.

The Corporation of the Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace.