



Town of Erin

Building Inspector I

Business Unit: Building & Enforcement

Position Title: Building Inspector I

Reports To: Chief Building Official (CBO)

The Opportunity

The Town of Erin is a vibrant and growing community located North West of the Greater Toronto Area and we are looking for someone to join our team as Building Inspector I. Reporting to the Chief Building Official the successful candidate will be responsible for going off-site for inspections, as well as reviewing and performing initial input of building permits in our system and issue permits to collect fees for the department. If you are a self-starter, future focused and looking to be part of a fast-paced team, we want to hear from you.

Position Requirements

- To be considered for this position you **must** have successfully obtained the following requirements with the Ontario Ministry of Housing in a category of qualifications set out in the OBC:
 1. Successful completion of the Building Code legal and technical examinations.
 2. House
 3. Small Buildings
 4. On-site sewage
 5. Plumbing – All Buildings

In addition to the above requirements successful candidates must also have:

- Post-secondary diploma, degree and/or certificate in architecture, structural engineering or related field.
- A membership with the Ontario Building Officials Association (OBOA) or be eligible to obtain one.
- 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.
- Valid BCIN number required.

Major Responsibilities

- Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws;
- Conduct plan examination, issue status letters, and issue permits in compliance with the Ontario Building Code, and zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws, for Part 9 residential buildings such as: decks, water and sewer services work, accessory structures, signs, and pool permits application;
- Receive inspection requests and perform inspections as needed for the buildings under construction within the Town of Erin.

- Calculate building permit fees, and deposits;
- Provides assistance to the CBO in the enforcement of the Building Code Act, the OBC, Fire Code and other applicable laws.
- Interaction with various contractors, trades, designers, installers, architects, engineers and property owners both in the office an on-site.
- Must be able to read and understand technical drawings along with technical reports, documents and correspondence related to construction.
- When required, must issue Orders under the Building Code Act.
- 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.
- Other duties as assigned.

Working Conditions and Environment

- This position will be based out of the Town Offices.
- Office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- This position is for a 40-hour a week position.
- The salary range for this position is \$72,238 – 84,510.
- Working conditions will include inclement weather.
- Must be able to climb ladders and enter confined spaces.
- Valid driver's license along with a clean drivers abstract and use of a personal vehicle are required.
- Proof of full vaccination against covid-19 is required.

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4:00 pm on May 30th 2022

The foregoing 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'. 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 Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.