

# Woolwich Township Job Posting



Date:	June 24, 2022
Position:	Building Official – Plans Examiner/Inspector
Positions Available:	Two (2) Permanent Full Time
Department:	Development Services
Wage Rate/Grade:	\$68,319.00 to \$83,316.00 (Level 7)
Hours of Work:	35

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking two (2) Building Official – Plans Examiner/Inspector's.

## **Purpose of position and profile:**

Under the direction of, and reporting to, the Chief Building Official, these positions are primarily responsible for the examining of drawings, plans, specifications, and design data for all types of buildings and structures ensuring a complete application has been submitted. In addition, this position will be responsible for some building and structure inspections during construction to ensure that they conform to applicable Acts, Codes, and laws.

## **Responsibilities:**

- Exercises powers and performs duties in the Building Code Act ("the Act") and Building Code for examination of all drawings, plans, specifications, and design data for all buildings and structures to ensure compliance with the Act, the Ontario Building Code, related municipal by-laws and other applicable law
- Exercises powers and performs duties under the Act and Building Code for inspection of construction at various stages to ensure compliance with the drawings, plans and general conformance with the Building Code Act, the Ontario Building Code and related municipal by-laws
- Coordinates and ensures that other required approvals related to plan examination are obtained prior to the issuance of those permits
- Calculates and ensures that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law
- Reviews building permit applications, including building plans, to ensure that the appropriate information is submitted to allow the processing of permit applications
- Inspects and issues the appropriate Building Code orders whenever contraventions are found and ensures that the contraventions are corrected to satisfy the provisions of the Ontario Building Code and related by-laws in accordance with established procedures
- May be required to inspect buildings to determine whether a building permit is required, or determine how compliance with regulations can best be achieved
- Inspect buildings, as required, to determine the existence of any unsafe condition as defined in the Building Code
- Answer verbal and written inquiries regarding various regulations, policies and procedures from staff, council, consultants, designers, constructors, and the public
- Authorize building occupancy in conjunction with reviewing consulting reports
- Maintain a daily record of inspections
- Liaise with Township Fire Department and By-Law Enforcement Staff
- Review site plans and attend site plan development meetings
- Other duties as assigned

**Education and Experience:**

- Diploma in Construction/Engineering Technology, Building Technology, or Architectural Technology from a recognized Community College or University
- Minimum 3 years experience in a Municipal Building department including plan review and field inspection experience
- CBCO (Certified Building Code Official) certification or working towards certification
- Registered Building Official with valid Building Code Identification Number (BCIN) with the Ministry of Municipal Affairs and Housing (MMAH). Holds or is in the process of obtaining all courses and examinations necessary in the following categories per the Ontario Ministry of Municipal Affairs and Housing; General/Legal Process, House, Small Buildings, Large Buildings, Complex Buildings, Building Structural, HVAC House, Detection, Lighting and Power, Building Services, Plumbing House, Plumbing All Buildings and On-Site Sewage Systems

**Qualifications and Work Requirements:**

- Knowledge of local government/municipal operations, office and administrative procedures
- Proficient computer skills, including a working knowledge of MSOffice
- Strong interpersonal, communication, and public relations skills to interact with a wide variety of individuals and groups
- Detailed knowledge of Ontario Building Code and related Legislation, including the Occupational Health and Safety Act
- A Class G driving license from the Province of Ontario

**Working conditions:**

- Combination of office conditions and active job sites

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm, Friday, July 15, 2022. Please quote job posting 2022-29.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.