



## The Corporation of the Township of Mapleton

The Township of Mapleton is a vibrant and growing rural municipality within Wellington County, nestled in the green countryside that's just a short stress-free country drive from Kitchener-Waterloo, Guelph, Cambridge, Orangeville. Our municipality is rooted in tradition, growing for the future, comprised of three small hamlets (Drayton, Moorefield, and Alma) and many other smaller settlements. Our growing community is known for its rich farmland and Agri businesses, and the world-famous Drayton Theater. Mapleton Prides itself for its amazing sense of community for anyone who lives, works or plays within it. A great community to come grow your career and grow your family.

The Municipality invites applications for the position of

### **BUILDING INSPECTOR/PLANS EXAMINER**

Reporting to the Chief Building Official, this position is responsible for plans examination, inspections at various stages of construction in accordance with building permits issued for the construction, renovation, and demolition of various buildings with Mapleton Township to ensure compliance within the approved permit documents, the Ontario Building Code and within the municipal guidelines, policies, and by-laws.

#### **Minimum Qualifications:**

##### **Education**

- Minimum Three-year College diploma in Construction/ Architectural Technology Program.
- Certified Building Code Official (CBCO) Qualification

#### **Key Knowledge & Skills**

##### Plans Examiner

- Examines plans and building permit applications to ensure compliance with the Building Code and all applicable laws.

##### Building Inspector

- Works with the CBO to ensure efficient scheduling of inspections.
- Performs building, plumbing and septic inspections in the capacity of building inspector for all phases of construction including initial occupancy of buildings and ensuring that all work meets Code, health and safety requirements.

- Maintains a good working relationship with contractors, property owners and the public, explaining building requirements and promoting voluntary compliance with standards.
- Maintains proper inspection documents on file for each permit issued.

#### By-law Enforcement/Property Standards Enforcement

- Receive and process complaints regarding municipal bylaws including but not limited to zoning and property standards.
- Keeping accurate and up to date records of complaints, inquiries and action taken.
- In the event of non-compliance, takes all necessary steps to seek voluntary compliance and if necessary and following consultation with the CBO, takes legal steps to require compliance. Investigates violations, issues orders to comply, serves legal notices and appears as witness on behalf of the municipality in Court, working closely with the municipal Solicitor.
- Responds to inquiries from the public concerning municipal bylaws and provides information on applicable requirements.

#### Specialized Knowledge/Skill Requirements:

- Minimum 1 year of work experience in By-law enforcement, Property Standards enforcement, building inspection and plans review.
- Municipal Law Enforcement experience.
- Certified Property Standards Officer experience.
- Building Code Identification number required.
- Ministry of Municipal Affairs qualifications:
  - General/Legal Process
  - House
  - Small Buildings
  - Large Buildings
  - Building Structural
  - HVAC House
  - Detection
  - Lighting and Power
  - Building Services
  - Plumbing House
  - Plumbing All Buildings
  - On-site Sewage Systems
- Familiar with Cloudpermit e-permitting software.
- Familiar with Blue Beam software.
- Strong Organizational skills. (Scheduling of inspections)
- Good communication and interpersonal skills.

This position is a 35-hour work week position.

For more details, please visit the Employment page on the Township of Mapleton website [Employment - Municipality of Mapleton](#)

Wage \$33.45 - \$39.35 / hour

**To Apply:**

Submit your resume and cover letter no later than 4:30 p.m. on July 11, 2022, clearly marked "Building Inspector" to:

By email to:

[hspark@mapleton.ca](mailto:hspark@mapleton.ca)

or mail to:

Ms. Hope Spark  
Building Department Admin  
Township of Mapleton  
P.O. Box 160, 7275 Sideroad 16  
Drayton, ON  
N0G 1P0

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted. The Township of Mapleton is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, should you require accommodation please advise us via email [clerk@mapleton.ca](mailto:clerk@mapleton.ca), or telephone at (519) 638-3313 Ext 045. Any personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.