



Town of Essex Building Inspector/By-Law Enforcement Officer

The Town of Essex is located in southwestern Ontario, approximately 28 kilometres southeast of the City of Windsor. It is one of seven lower-tier municipalities in the County of Essex with borders extending from the hub of the county to Lake Erie. Essex includes two urban centres (Essex Centre and Harrow) and two hamlets (McGregor and Colchester). These unique communities are surrounded by a thriving wine and agriculture industry and boast a wide range of recreational facilities, an excellent school system, and affordable living options.

The Town of Essex is seeking applications from experienced, qualified persons for the position of Building Inspector/By-Law Enforcement.

Position Summary

The Building Inspector is responsible for compliance with provisions of the Ontario Building Code/Act, Ontario Building Code/Regulations, and all other applicable laws while performing efficient delivery of building/septic inspections from the initial inquiry, examination of drawings, through to compliance inspections and recordkeeping. The Building Inspector is also appointed as a By-Law Enforcement Officer and may investigate complaints and enforce municipal by-laws under the supervision and direction of the CBO and/or Deputy Chief Building Official.

QUALIFICATIONS: The successful candidate will possess:

- Must have a post-secondary diploma or degree in Architectural Design, Engineering or related discipline
- Minimum 3 years of previous experience in the building industry or trade
- Possess a Building Code Identification Number (BCIN) and have successfully completed the following Ministry of Municipal Affairs and Housing exams: Legal, House and Plumbing
- Previous experience in a municipal building department environment would be considered an asset
- Knowledge of fire safety requirements as required by Ontario Building Code in addition to building/zoning matters (procedure for minor variances and amendments, deadlines, stop work orders, inspections, test results, property standards enforcement, and procedure to gain compliance)
- Knowledgeable of applicable legislation acts and regulations
- Strong computer skills including Microsoft Word, Excel, PowerPoint and Outlook
- Ability to read and comprehend complex technical materials
- Excellent interpersonal communication skills (verbal and written), mathematical skills and advanced problem-solving abilities required
- Valid class G Ontario License

The Town offers a competitive salary in the range of \$69,900 to \$84,900 complimented by an excellent benefit package. Salary is commensurate with experience and qualifications.

A detailed job description is available on our website at www.essex.ca/jobs. To explore this opportunity further, we invite qualified candidates to forward their resume and covering letter via email no later than **4:00 p.m. on Wednesday, August 10, 2022** to:

hr@essex.ca

We thank all applicants for their interest, however, only those selected for consideration will be acknowledged. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for employment.

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Position Title: Building Inspector/By-Law Enforcement Officer

Division: Building and By-Law Services

Department: Development Services

Reports to: Chief Building Official

Summary:

Reporting to the Chief Building Official (CBO), the Building Inspector is responsible for compliance with provisions of the Ontario Building Code/Act, Ontario Building Code/Regulations, and all other applicable laws while performing efficient delivery of building/septic inspections from the initial inquiry, examination of drawings, through to compliance inspections and recordkeeping. The Building Inspector is also appointed as a By-Law Enforcement Officer and may investigate complaints and enforce municipal by-laws under the supervision and direction of the CBO and/or Deputy Chief Building Official.

Position Roles and Responsibilities:

- Provide building requirement information to applicants to ensure compliance with Ontario Building Code
- Participate in communication with various professionals in the building community, other municipal departments, government and elected officials
- Assist in the drafting and coordinating of responses to public and/or legal inquiries regarding work orders, zoning compliance, etc.
- May be required to attend hearings, meeting of council/committees and the Ontario Municipal Board, gives evidence before tribunals as necessary in response to appeals, claims and/or prosecutions as requested
- Will assist in the supervision of and delegation of work to other employees in the Department from time to time
- Work collaboratively to ensure efficient delivery of municipal services and excellent overall customer service
- As directed, may assist in the issuance of permits (building/occupancy) in accordance with the Ontario Building Code and other applicable legislation, advising applicants of additional permit needs when appropriate
- Assist in providing consistent and professional building, plumbing, heating and septic application, approval, inspection, and compliance services
- Under the CBO's authority, participate in performing various inspections as directed and may assist in investigating complaints and maintaining deficiency lists
- Keeps abreast of new and changing aspects of the profession (legislation, regulations, procedures) by attending seminars, workshops, chapter meetings, conferences, and courses, educating parties on these relevant updates as required

Working Conditions:

- 35 hours per week
- Works 50% in an office environment and 50% on construction sites
- Frequent interruptions

- Physical Demands: walking, climbing ladders/stairs, bending/stooping/crouching
- Frequently lifts materials and objects less than 2kgs
- May be exposed to hazards such as noises, heights, overhead construction, sharp objects, chemicals, odors, fumes, heavy equipment, trenches and excavations
- Required to use senses to test various alarms and conduct inspections
- Inspections outside of regular work hours may be required
- Travel within municipality required

Skills and Qualifications:

- Must have a post-secondary diploma or degree in Architectural Design, Engineering or related discipline
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