



Building Inspector – Job Description

Position Summary

Reporting to the Chief Building Official, the Building Inspector assures the structural integrity of buildings as well as the safety and accessibility of occupants in accordance with the Ontario Building Code Act and its regulations, Township bylaws, policies, procedures, and other relevant legislation.

Preferred Knowledge, Skills and Abilities

- Post-secondary diploma in Engineering Technologist, Architectural Technology, Building Inspection, or a related field.
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH).
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH).
- Qualifications in the following categories as defined under Part 3 of Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): Building Structural; General/Legal Process; On-site Sewage Systems; Plumbing – House; HVAC -House; Small Buildings.
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA).
- Minimum 3 years of related experience, preferably in a municipal environment.
- Strong knowledge of the Ontario Building Code and Occupational Health and Safety Act, Regulations, and associated standards.
- Strong computer skills including Microsoft Office, GIS, and databases.
- Possess and maintain a valid Ontario Class “G” Driver’s Licence and Pleasure Craft Operating Licence.

Position Description

- Respond to telephone and counter inquiries regarding building permits and issues from property owners, developers, contractors, and designers.
- Conduct required inspections, within legislated timelines, for the compliance of construction with the Ontario Building Code and maintain accurate records of permits and inspections.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Prepare accurate, detailed, and timely reports on all inspections carried out.
- Issue orders as required and ensure clear communication with respect to the remedy.
- Prepare court briefs and assist in the prosecution of offenders, prepare and present evidence in court as required concerning BCA and by-law enforcement.
- Receive applications at counter and conduct preliminary review of plans to determine completeness, project scope and compliance with applicable law.



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Position Description Continued

- Conduct detail-oriented reviews of plans for compliance with the Municipal zoning by-law and the Ontario Building Code and applicable law.
- Advise permit applicants of missing documentation and/or non-compliance with the zoning by-law, Building Code and other applicable law within legislated time frames.
- Respond to inquiries from the public and contractors to provide information concerning codes and information pertinent to projects, both over the phone and at the public counter.
- Maintain skills and knowledge at a high level by taking training through courses, seminars, workshops, and selected reading.
- Conduct duties in conformance with the Occupational Health & Safety Act and Regulations and promote safe work practices both in the office and at job sites.
- Perform other related duties as assigned.

Salary & Benefits

- Annual salary for this position ranges from \$79,183 to \$92,624 per year, based on 35-hour work week
 - Opportunity for 40-hour work week.
- Competitive benefits program for employee and their dependants, including but not limited to:
 - Dental, Massage, Prescriptions, Vision, Chiropractic, Pregnancy & Parental Leave
- OMERS Pension
- Relocation/Accommodation Package available.
- Training & Professional Development provided.

Apply

Applications for this position will be accepted, in confidence, until **4:00 pm on Wednesday, October 5, 2022**.

Applications are to be directed to: Human Resources Department, Township of The Archipelago
9 James Street, Parry Sound, ON P2A 1T4
Email: jobposting@thearchipelago.ca

We thank all applicants, however, only those individuals selected for an interview will be contacted.

The Township has implemented a COVID vaccination policy for all employees. Applicants selected for an interview will be provided with a copy of the policy and any offer of employment will be subject to candidates adhering to the policy. The Township will comply with its Human Rights obligation to accommodate, if applicable. The vaccination policy is subject to change.

The Township of The Archipelago is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected in confidence under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.