



## **Building Inspector**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for an energetic, highly motivated and organized professional to make a significant contribution to the Building Division.

Reporting to the Chief Building Official, the Building Inspector's primary responsibility will be to review and process applications for compliance with the Ontario Building Code and applicable legislation, issue building permits and inspect residential, commercial, institutional, industrial and agricultural structures to ensure compliance of construction with approved plans, Ontario Building Code and referenced standards. Additionally, this position will be responsible for conducting mandatory inspections to ensure adequacy of life safety, structural requirements, plumbing, septic and HVAC systems in new and renovated buildings. The Building Inspector will investigate complaints relating to Building Code non-compliance, examine plans and specifications for compliance and obtain required government agencies' approvals prior to permit issuance. In addition, you will calculate building permit fees and applicable charges and deposits, issue building permits for projects regulated under the Ontario Building Code and Town By-laws. This role will also be responsible for maintaining accurate reports, give evidence in court, perform plan reviews for permit applications, provide verbal assistance and advice in the field, at the counter, and on the telephone to tradespersons, homeowners, contractors, architects, engineers and the public on regulations and building permit processes.

The successful candidate will possess post-secondary diploma in architecture, engineering, building science or a related discipline. Preference will be given to candidates who are qualified as referenced in Division C Section 3.1.4.1 in a category of qualifications set out in Column 2 Table 3.5.2.1, 2012 Building Code. Designation or eligible for designation as a Certified Building Code Official is desirable (CBCO). Minimum three to five years experience in plans review, inspection of building construction, HVAC, plumbing and sewage systems. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the general public. Candidates must possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public, be productive in a team environment, possess strong conflict resolution skills, and have demonstrated proficiency with information technology. In addition, candidates must have a valid class 'G' driver's license in good standing, a criminal record check will be required upon hire and candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

This position offers a salary range of \$68,727 to \$85,908 (2022 rates) working 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2022-BI09** by **September 28, 2022** to:

Town of Bradford West Gwillimbury, Human Resources Department  
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8  
Fax: 905 775-8633 or email [hr@townofbwg.com](mailto:hr@townofbwg.com)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***