



The Municipality of Highlands East  
is Currently Seeking A  
**Full-Time Building Inspector**

Situated on the Eastern side of Haliburton County, Highlands East covers 758 square kilometers with over 70 lakes, pristine scenery and is only a 2.5-hour drive from the Greater Toronto Area. Highlands East is a predominately rural community and is comprised of the amalgamation of the Townships of Bicroft, Cardiff, Glamorgan and Monmouth as of 2001. The hamlets of Cardiff, Highland Grove, Wilberforce, Tory Hill and Gooderham are our settlement areas.

Reporting to the Chief Building Official, this position is responsible for exercising powers and performing duties under the Building Code Act, Ontario Building Code and other applicable law and related regulations. Responsible for reviewing plans, issuing permits, and performing site inspections. Provide customer service to the general public & contractors to answer zoning, building and septic permit application inquiries. Assist with the completion of applications including over the counter review.

The municipality is seeking an individual with a minimum of one (1) years' experience in a related trade with a minimum of one (1) years' experience working in a municipal environment. Applicants shall possess: 1) House, 2) General Legal/Process and 3) On-Site Sewage plus the following or be willing to obtain these within a reasonable time: 4) Small Buildings and 5) Plumbing All Buildings qualifications obtained through the Ministry of Municipal Affairs and Housing. The Municipality is willing to mentor and qualify the successful applicant upon hire. Formal academic training in an architectural or construction-based program or equivalent would be an asset.

If you are interested in joining our dedicated team of municipal professionals, applications **clearly marked "Application – Building Inspector"** may be submitted on or before 4:00 p.m., Friday, January 27<sup>th</sup>, 2023 via mail, in person, fax or email. Interested applicants may submit their resume, including references, in confidence to:

Brittany McCaw, Deputy CAO/Treasurer  
Municipality of Highlands East  
P.O. Box 295, 2249 Loop Road  
Wilberforce, ON K0L 3C0  
Fax: 705-448-2532 E-Mail: [bmccaw@highlandseast.ca](mailto:bmccaw@highlandseast.ca)

A copy of the detailed job description is available upon request or on our website at [www.highlandseast.ca](http://www.highlandseast.ca)

We thank all applicants for their interest but only those selected for an interview will be contacted.

The Municipality of Highlands East is an equal opportunity employer. Applicants requiring accommodation are asked to contact the CAO/Treasurer.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Questions about this collection should be directed to Shannon Hunter, C.A.O.