



The Municipality of  
**SOUTH  
DUNDAS**

<b>Job Title:</b> Building Inspector (or Intern)	<b>Last Revision Date:</b> January 2023
<b>Reports to:</b> Chief Building Official	<b>Approved by:</b> Council
<b>Wage Level:</b> Pay Grade 4 \$68,796 to \$78,790 (2022 Rates) <i>(Pending Job Evaluation)</i>	<b>Effective Date:</b> January 2023

### **Summary of Job Responsibilities**

The Municipal of South Dundas has one full-time opportunity available for a Building Inspector. The successful candidate will conduct on-site building inspections as well as plans examination to ensure that all construction work is completed in compliance with the Ontario Building Code Act and Code, and all applicable provincial and municipal legislations.

### **Primary Responsibilities**

- Be responsible for receiving, reviewing, and recommending approval, building, demolition, sign, and plumbing permits ensuring compliance with applicable law.
- Participate as required regarding consultation with architects, engineers and property owners and contractors regarding proposed development in the municipality.
- Conduct field inspections to ensure that all permits comply with the Ontario Building Code and Ontario Building Code Act.
- Prepare detailed inspection reports on each project.
- Assist with maintaining records and files relative to the Building, Plumbing and Property Standards functions.
- Maintain continuous visual checks for unauthorized work, illegal infractions against By-laws and contravention to regulations and report on the same.
- Prepare correspondence and carry out inspections for dealing with infractions against Ontario Building Code and Ontario Building Code Act, the Property Standards By-law, Sign By-law and take corrective action in accordance with the Code and By-laws as required.

Note: Above duties are representative of a typical position and are not to be constructed as all-inclusive

## **Work Relationships**

Reports to the Chief Building Official. Establishes and maintains excellent working relationships with other Municipal and County staff, government agencies, the public, etc.

## **Skills & Qualifications**

- Successful completion of a 2-year program in Architecture, Engineering Technology or Building Sciences or a related field.
- Certified Building Code Official designation
- Certification and registration in the following Provincial categories of qualifications:
  - House
  - Plumbing – all buildings
  - HVAC - House
  - Legal – General
- Thorough knowledge of the Ontario Building Code Act, the Ontario Building Code and referenced standards, Provincial Offences Act and related legislation.
- Qualification maintenance as required by Ontario Building Code Act and the Ontario Building Code.
- Effective communication skills, both verbal and written, and strong personal organizational capabilities.
- Thorough knowledge of construction materials and techniques.
- Possession of a valid class "G" Driver's License and maintain a clean driver abstract.

The Municipality may consider candidates with less than the full required qualifications for a Building Inspector Internship. Interest in this potential role should be indicated in the cover letter.

## **Working Conditions**

Full Time (35-hour work week) in a normal office setting from 8:30am to 4:30pm, Monday to Friday.

**Note:** *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

## **Application Deadline**

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until January 27, 2023, at 4:30 pm. Please send resume to [hr@southdundas.com](mailto:hr@southdundas.com). We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.