

The Township of Muskoka Lakes is Recruiting: Building Inspector – Permanent Full Time Internal & External



Muskoka Lakes

Anchored by the larger communities of Bala, Port Carling and Windermere, the municipality offers the sophistication of a popular tourism destination, plus the wholesomeness of country living. With an abundance of natural beauty, Muskoka Lakes is a great place to live, work and play. The Township provides opportunity to learn, grow and build your career.

Opportunity

As one of five Building Inspectors, under a DCBO and CBO, this position will help the department continue to deliver a high level of service to the community. The area provides a wide array of structures (primarily seasonal residences and accessory buildings), giving the role a good degree of problem solving and collaboration. This job is well suited to someone who enjoys continuous learning both formal and informal, and has a solid understanding of housing construction.

Responsibilities

- Conduct 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.
- Conduct detail-oriented reviews of plans for compliance with the Municipal zoning by-law and the Ontario Building Code and applicable law.
- 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.
- Mentor technical and administrative staff in methods, procedures and techniques, and in the administration of legislation, codes and by-laws.
- Maintain skills and knowledge at a high level by taking training through courses, seminars, workshops and selected reading.

Knowledge, Skills and Experience

- Post-secondary education in architectural, construction, or applied science technology program or related equivalent experience.
- Successful completion of the BCIN exams (minimum House and General Legal)
- Strong knowledge of the Ontario Building Code and Occupational Health and Safety Act
- Strong computer skills including Microsoft Office, GIS and databases.
- Valid Ontario driver's license and Pleasure Craft Operator license.
- Strong values match to the Code of Conduct required for both Building Inspectors and Township of Muskoka Lakes employees.

What We Offer



The salary range for the position is \$67,000 – \$78,800 depending on education and experience and includes pension and competitive benefit package

Interested candidates are invited to submit their resume and cover letter no later than **April 10, 2023 online at**

<https://www.muskokalakes.ca/content/employment-opportunities>

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.