



## **Permit Technologist/Building Inspector**

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### **General Information**

- Job Title: Permit Technologist/Building Inspector
- Location:  
7490 SIDE RD SUITE 7  
KENILWORTH, ON, N0G 2E0
- Base Pay: \$31.10 - \$38.87 / Hour
- Employee Type: Full-time - Non Union

### **Description**

This position is responsible for processing Building Permit applications, providing technical review of smaller applications and providing technical advice and Building Code interpretations to builders/developers and residents. This position will manage the transactions and supporting databases for the effective and efficient performance of Wellington North's building permit program. Provide administrative support for the delivery of regulatory services which are offered by the Building Department. Performs investigation, inspection and enforcement of residential and small buildings within the Township of Wellington North. To affirm Wellington North's municipal obligations of protecting the public from undue health, hygiene and safety risks that are caused by improperly designed and constructed buildings.

### **Job Responsibilities:**

- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements and demolitions. Assist Building Officials during peak periods, and during absences through application set up on medium / large scale projects.
- Conducts the process for reviewing residential and Part 9 building permit applications and preparing for issuance and for setting out schedules for mandatory and requested inspections.
- Maintains the departmental database that tracks and documents all building permit related activity.
- Creates new permit applications that contain all required background information for all provincial and municipal purposes. Accepts and reviews applications for Building Permits, ensuring that the applications are reviewed for accuracy and completeness prior to acceptance within the provincially mandated timeframes. Provides the applicant for permit with the application acceptance status.
- Receives and coordinates requests for inspections and maintains building official's schedules, taking into consideration Building Official schedules and timelines, and ensuring past inspections have been completed.

- Administrative support to Building Officials throughout permit process.
- Performs building, plumbing and on-site sewage inspections in the capacity of building inspector for all phases of construction including initial occupancy of residential and small buildings and ensuring that all work meets building code requirements
- Calculates, collects fees, charges and deposits, issues receipts and maintains accounting records for application fees, development charges, deposits and securities related to permit applications.
- Advise and explain permit application process in person, over phone and by email to corporate departments and outside contractors, developers, architects, engineers, lawyers, consultants, civil servants and other interested parties from all strata and walks of life.
- Offers guidance and information to applicants on non-interpretive aspects of the permit process. Ensures that applicants understand what is expected of them in the building permit process.

## **Requirements**

### Education (degree/diploma/certifications)

- Three year diploma program in architectural or engineering technology or acceptable equivalent.
- Provincial building qualifications:
  - General Legal
  - The House
  - Small Buildings

### Experience

- Minimum of two (2) years of progressively responsible experience in building code enforcement.

### Knowledge/Skill/Ability

- Valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Computer Skills: Permit Tracking Software

## **PREFERRED Qualifications:**

### Education (degree/diploma/certifications)

- Ontario Building Officials Association BCQ or CBCO designation
- Additional qualifications toward full code proficiency and certificate of qualification

### Experience

- Three (3) to four (4) years experience in a municipal environment, preferable within a Building Department.
- Construction Experience

### Knowledge/Skill/Ability

- Computer Skills: Bluebeam, Cloud Permit, MS Software, etc.

## **Summary**

Interested applicants should visit our Careers section to view the entire job description and apply online at [www.wellington-north.com](http://www.wellington-north.com). Applications will be accepted in confidence until **4:00 PM June 1st, 2023**.

*The Township of Wellington North is dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this position only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. We are an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. This job posting is*

*available in an accessible format, upon request. We thank all persons for applying however only those being considered for an interview will be contacted.*