



Municipality of West Grey & Township of Chatsworth Job Posting

Position: Plans Examiner/Inspector
Category: Permanent Full-time (35 hours/week)
Salary: \$33.39 – 39.06/hour

The Municipality of West Grey and the Township of Chatsworth are accepting applications for the permanent full-time position of Plans Examiner/Inspector. To apply, please submit your resume and cover letter to hr@westgrey.com by noon, November 24, 2023.

About the Municipality of West Grey and the Township of Chatsworth building department

This is your opportunity to join a dynamic staff team and see the impact of your work in everyday lives of our citizens. You will work with dedicated, professional staff, contribute to a collaborative, supportive corporate culture and meet some of the most amazing volunteers and community leaders anywhere.

Job Overview:

The Plans Examiner/Inspector will review applications for building permits and provide direction to applicants regarding technical requirements of the building code, by-laws and other legislated requirements. This position will assist applicants in the completion of permit applications, answer general inquiries regarding application & review processes, timelines and technical questions. This position reports to the Chief Building Official, being responsible for performing legislated building inspections required by the Ontario Building Code to ensure compliance with all applicable Laws, By-laws and the Ontario Building Code.

Job Details:

- Conducting inspections;
- Coordinating approvals from other departments/agencies;
- Issuing compliance orders, collecting evidence, laying charges and testifying in court;
- Reviewing drawings with site supervisors;
- Consulting with exterior clients, such as engineers and architects to resolve on-site matters;
- Reviewing test and site reports;
- Preparing and maintaining accurate files and records of inspections;
- Assisting clients with inquiries concerning the Ontario Building Code;
- Assessing building code complaints to ensure compliance; and,
- Other duties as may be assigned.

Our Ideal Candidate:

- Completion of post-secondary degree in a relevant discipline. Qualification as per the Ontario Building Code. Our ideal candidate meets the MMAH qualifications in all categories of Certification;
- Three years directly related experience;
- Demonstrated knowledge of sound construction practices and design

- Strong communication, written and presentation skills, including the ability to appear as a witness in court and in Tribunals;
- Ability to work independently, with minimal supervision, but in a team-environment focused on customer service excellence;

Physical Demands and Working Conditions

- Working conditions will include an office location and outdoors, as required
- Valid Driver's license and clean driving abstract
- Satisfactory police and vulnerable persons check

Equal Opportunity Employer

The Corporation of the Municipality of West Grey and the Township of Chatsworth is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status or any other legally-protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.