



# INTERNAL/EXTERNAL POSTING

## Employment Opportunity

### **Plans Examiner & Building Inspector – FULL-TIME**

Join our Southgate Team! The Township of Southgate is a growing community and is now accepting INTERNAL/EXTERNAL applications for the position of **Plans Examiner & Building Inspector** on a full-time basis.

The Plans Examiner/Building Inspector is responsible for reviewing building permit applications and plans to ensure compliance with provisions of the Ontario Building Code, applicable law and related regulations. The Plans Examiner/Building Inspector will conduct on-site inspections and investigate building related complaints when required.

This position is expected to be able to work independently with a wide range of knowledge of legislation, codes, by-laws and regulations that govern building and development. The overall responsibility as a Plans Examiner/Building Inspector is to represent the Township to provide oversight of building construction by looking out for the health and safety of the public.

Additionally, this position investigates and researches complaints regarding contraventions of the Ontario Building Code and/or applicable municipal by-laws and issues applicable building orders when required. Lastly, this position provides functional and/or technical guidance, direction, or interpretations to various stakeholders regarding the Ontario Building Code and applicable municipal by-laws.

For a complete job description, including qualifications and further information please visit the employments opportunities section of our website (**[www.southgate.ca](http://www.southgate.ca)**).

**Closing Date: Thursday, March 21, 2024 at 3:00pm local time**  
**Salary range: \$86,028.80 - \$95,596.80 annually (40 hours/week)**

**Submit resume to:**

Township of Southgate  
Attn: Kayla Best  
Re: Plans Examiner  
185667 Grey Road #9, RR#1  
Dundalk, ON N0C 1B0  
Fax: (519) 923-9262  
E-mail: [employment@southgate.ca](mailto:employment@southgate.ca)



The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.*