

# Municipality of *Bluewater*

## **HIRING BUILDING INSPECTOR/BY-LAW ENFORCEMENT OFFICER**

The Corporation of the Municipality of Bluewater is currently recruiting for a highly motivated individual for the position of Building Inspector / By-Law Enforcement Officer.

### **JOB SUMMARY**

Reporting to the Manager of Development Services/Chief Building Official, the Building Inspector/By-Law Officer will work closely with the Manager/CBO and the public, conducting inspections and reviewing permit applications of all categories of buildings to ensure the compliance under the Building Code Act. The Building Inspector / By-Law Officer also enforces and administers municipal by-laws and animal control programs.

### **WHAT WILL YOU BE DOING?**

- Assists the Chief Building Official (CBO) with processing building permit applications. Assists with the review of all applications and discusses them with applicants and their representatives. Explains the intent and content of codes and by-laws and how they apply to the permit application.
- Answer inquiries by telephone and in the field on building, zoning, septic systems, heating, property standards, fencing, signs, and swimming pools from a public safety point of view. Encourages inquiries to be put in writing so that issues can be properly documented, followed up and for errors to be corrected.
- Collects fees for building permits, municipal addressing, water/sewer connection, development charges and other collectibles that are part of the building permit issue.
- Communicates with those who are involved in the development and building trades (architects, engineers, consultants, contractors, builders, trades people and home handymen) regarding enforcement of building and zoning provisions.
- Provides consistent interpretations of policies, procedures and practices that can be understood and used by builders.
- Promotes good building code practices so that building can be carried out with minimum disruption.
- Provides consistent interpretation of the building code and offers alternatives where possible without compromising the building code.
- Assists with administration of application made under the Planning Act. Processes Zoning Compliance Certificates.
- Reviews and carries out the enforcement of occupancy standards of new dwellings, alterations, additions, renovations, demolition, and septic systems according to provincial legislation, regulation, and municipal by-laws.

- Conducts regular onsite inspections of buildings, including plumbing and septic systems in progress and checks plans to ensure compliance with codes and by-laws. Reviews building problems with builders and property owners on site. Provides technical guidance and advice where possible. Supports code and by-law application on site.
- Recommends the issuance of Stop Work Orders to the CBO. Issues Orders under the Building Code Act and Notices under municipal by-laws.
- Answers questions from the public on the general application of by-laws.
- Conducts investigations of alleged violation of by-laws. Encourages voluntary compliance wherever possible. Explains the content and intent of by-laws, codes, and policies to alleged violators and promotes quick, friendly settlements.

## QUALIFICATIONS

- A 3-year college diploma in Architecture or Engineering Technology (or equivalent) and additional OBOA courses.
- Qualifications under the Building Code Act in Legal, House, Small Buildings, Large Buildings, HVAC, House, Building Services, Building Structural, On-Site Sewage Systems.
- A minimum of 5 years' experience in construction and/or a related profession.
- Knowledge of legislation, regulations, codes of practice, by-laws and policies that affect municipal planning and building.
- Strong interpersonal, communication skills and public relations skills. Ability to deal effectively with people of various backgrounds and to communicate technical information to non-technical people.
- A valid G Class Driver's License

This position offers a comprehensive benefit package and a salary range of \$69,919.00 to \$82,398.75, based on 2022 salary and a 40-hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked Building Inspector Posting 2022, to [development@municipalityofbluewater.ca](mailto:development@municipalityofbluewater.ca) or Attention: Manager of Development Services, Municipality of Bluewater, 14 Mill Ave, Zurich, ON, N0M 2T0, by 4pm EST May 27th, 2022.

*The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*