

The Municipality of Strathroy-Caradoc – Full-Time Job Opportunity

Building Inspector / Plans Examiner – Level 1

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc's Building and Planning Department is currently accepting applications for a full-time permanent Building Inspector / Plans Examiner – Level 1.

Position Summary:

Reporting to the Manager of Building Services / Chief Building Official, and under the general direction of a qualified building inspector, this position is responsible for the examining of drawings, plans, specifications and design data for all types of buildings and structures. The Building Inspector / Plans Examiner – Level 1 also inspects buildings and structures during construction to ensure compliance with the Ontario Building Code and Act, Municipal By-laws, regulations, and any applicable laws.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- The Building Inspector / Plans Examiner – Level 1 will conduct all listed duties and responsibilities under the supervision of the Chief Building Official or another qualified building inspector / plans examiner.
- Perform plans examinations to confirm compliance with the requirements of the Building Code Act, the Building Code, and all other applicable laws, resolutions and policies.
- Issue building permits in accordance with the Ontario Building Code
- Inform permit applicants, design consultants, construction professionals, builders, property owners or project managers as necessary of any discrepancies discovered during plan examination or site inspection and request all necessary changes to plans, submissions and any other additional information as may be necessary while maintaining accurate records and database management.
- Consult with permit applicants and the public with respect to the requirements of the Building Code (both technical and general) and departmental requirements as an aid in design, construction, and

permit application processes.

- Respond to complaints and inspect properties to ensure their use and condition is in conformity with applicable statutes, regulations and by-laws. Write and issue orders as appropriate when a contravention is found and follow up as may be necessary. Report findings to the Chief Building Official for review and direction.
- Prepare and maintain data and records, both written and electronic, concerning all investigations, inspections, plan examinations and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws of the Corporation.
- Working under the authority of the Building Code Act in the capacity of Property Standards Officer, enforce property standards of the Municipality, conduct investigations through, but not limited to, inspections of buildings, structures and property to ensure compliance with the Ontario Building Code and relevant Municipal by-laws and other duties associated with the Building Code.
- Calculate and ensure that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law respectively.
- Promote, build and maintain strategic relationships between the Municipality and external entities including surrounding Municipalities, Middlesex County, Provincial and Federal agencies, the public, land owners and service providers.
- Maintain a high degree of current knowledge related to the building sector to ensure that the department will maintain, and where possible, improve the level of service in the Municipality.
- Respond to the public adhering to the Municipality's Customer Service Standard policy.
- Prepare documentation, provide evidence, and serve as a representative as needed before the courts and applicable tribunals related to violations of applicable laws.
- Work in a safe manner in accordance with the Occupational Health and Safety Act and Regulations.
- Perform other related duties as assigned.

Qualifications:

Minimum Qualifications:

- Post-secondary degree / diploma in Architectural – Construction Engineering Technology or related field, or an acceptable combination of education, experience and workplace training in a related discipline (e.g. tradesperson).
- Obtain the necessary qualifications as determined by the Manager of Building Services / Chief Building Official within 18 months of hiring.
- Sound judgment and professional tact to gain cooperation and compliance from the general public, contractors, and industry professionals (Engineers and Architects).
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures.
- Willing to attend meetings outside normal work hours and/or responding to after-hours emergencies as required.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract.
- A satisfactory Vulnerable Sector Check prior to starting employment.
- Must be legally authorized to work in Canada.

Additional Preferred Qualifications:

- Possess a Building Code Inspection Number (BCIN)
- Successful completion of the Ministry of Municipal Affairs and Housing examination on General Legal/process.
- Successful completion of examination program authorized by the Ministry of Municipal Affairs and Housing in any or all of the following: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On-Site Sewage Systems
- Thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Thorough knowledge and understanding of On-Site Sewage as defined under Division C-Part 3 of the Building Code.

Compensation:

Wage: Band 4 - \$58,676.80 to \$73,346.00 per year (Currently under review).

Benefits: Comprehensive benefits package including enrolment in the OMERS defined benefit Pension Plan.

Posting Type: Existing Vacancy

Closing Date: April 24, 2025 @ 4:00pm

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.