

JOB POSTING

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St. Thomas. The Municipality is home to about 15,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

BUILDING INSPECTOR

POSITION OVERVIEW:

- The Building Inspector position ensures that construction projects comply with the Ontario Building Code, municipal bylaws, and other applicable laws. The role involves reviewing permit applications, performing plan examinations, conducting site inspections, and addressing compliance issues for all types of building projects.

KEY RESPONSIBILITIES:

- Ensure that permit applications are complete and comply with the Ontario Building Code, municipal bylaws, and relevant legislation.
- Perform plan examinations and site inspections for all types of buildings to ensure compliance with the Ontario Building Code, municipal bylaws, and relevant legislation.
- Provide detailed inspection reports for the various stages of construction as completed.
- Issue fines under the Provincial Offences Act and make Orders in accordance with the Building Code Act (1992) as directed by the Chief Building Official in a correct, clear and concise manner whenever contraventions are found and ensure that the contraventions are corrected to satisfy the provisions of the Ontario Building Code and related bylaws.
- Assist in the evaluation of alternative solutions under the applicable provisions of the Ontario Building Code.
- Manage inactive open permits and permits requiring payment.
- Assist in investigating and dealing with applicable building and property standards bylaw contraventions and concerns.
- Provide temporary assistance to the Bylaw Department as required.
- Provide information to the public with respect to municipal bylaws, the Ontario Building Code, permit application process, inspections, fees and charges.
- Act as a witness in court as required.
- Act in relief of the Chief Building Official if and as required.
- Comply with all municipal policies and procedures including health and safety, code of conduct, human resources, bylaws, etc.
- Perform other duties as required.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary diploma or degree in Architectural, Construction or Engineering Technology. An equivalent combination of education and experience will be considered.
- Successful completion of, or the ability to complete, the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing in:
 - Legal Processes – Powers and Duties of CBO
 - House

- Small Buildings
- Plumbing - All Buildings
- HVAC-House
- On-Site Sewage Systems
- Structural
- Large Buildings
- Complex Buildings
- At least 3 years of relevant professional experience.
- Demonstrated knowledge of building codes, construction practices, and safety regulations, with the ability to interpret and stay updated on evolving legislative and regulatory requirements.
- Ability to interpret architectural plans and technical documents.
- Works effectively both independently and as part of a team, able to accept direction and complete tasks with limited supervision.
- Responsible for effectively communicating through oral, written, and interpersonal skills, presenting information clearly and managing relationships at all levels.
- Responsible for fostering professional and diplomatic interactions with employees and the public, ensuring sound judgment and effective public relations, even in high-pressure situations.
- Strong attention to detail and analytical skills, with a proactive approach to problem-solving.
- Physical ability to move about constructions sites, buildings under construction, able to climb ladders, stairs, scaffolding and maneuver over uneven terrain as required during on-site inspection.
- Proficient in using Microsoft Office programs including Outlook, Word, Excel and PowerPoint.
- Experience in a Municipal/City Building Department environment is an asset.
- Cloudpermit permitting software experience is an asset.
- Certification as CBCO, MAATO, and/or CET is an asset.
- Experience in court procedures and enforcement as it relates to the Building Code Act and Ontario Building Code is preferred.
- Valid Class G Ontario Drivers License.

JOB SPECIFICATIONS

Location: 450 Sunset Drive, St. Thomas, Ontario, Canada

Job Type Full-time

Rate of Pay: \$39.10 - \$46.54 (Band 8)

Hours of Work: The normal workweek consists of 40 hours; Monday to Friday. You may be required to work outside and beyond the normal hours of work.

HOW TO APPLY

Please apply for this opportunity directly through our website:

<https://municipalityofcentralelgin.applytojob.com/apply>

Applications must be received no later than Monday, May 19, 2025 at 11:59 p.m.

The successful candidate will be required to complete a Criminal Record Check as a condition of employment and prior to commencing employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO/Clerk of The Corporation of the Municipality of Central Elgin.