



The Township of Perth East is seeking applications for the position of

## **BUILDING INSPECTOR**

### **(6 Month Contract with the possibility of an extension)**

Job ID: BLD-12-2025

#### **Position Overview:**

Under the supervision of the Township of Perth East (the “Township”), Manager of Building and Planning/Chief Building Official (“CBO”), the Building Inspector is responsible for duties legislated under the Ontario Building Code Act including efficient delivery of building inspections from initial enquiry, examination of drawings prior to issuance of permits, through to compliant completion of buildings via inspections and record keeping.

The Building Inspector enforces regulations and applicable laws associated with construction as well as by-laws and regulations pertinent to by-law and property standards enforcement within the Township.

#### **Core Responsibilities:**

- Communicates with those who are involved in the development and building trades (architects, engineers, consultants, contractors, builders, trades people and home handymen) construction requirements and zoning provisions.
- Provides consistent interpretations of codes, by-laws, regulations, policies, procedures and practices that can be understood and used by builders. Offers alternatives where possible without compromising codes and by-laws.
- Promotes consistent building code interpretations that enable construction to be completed without deficiencies and to minimize disruption to building projects.
- Answers inquiries by telephone and in the field on building, zoning, plumbing, septic systems, heating, property standards, fencing, signs, swimming pools from a public safety point of view. Encourage inquiries to be put in writing so that issues can be properly documented, followed up and for errors to be corrected.
- Assists the 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.
- Examines site and building plans for building permit applications in the absence of or as directed by the CBO.
- 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, plumbing work and septic systems according to provincial legislation, regulation and Township bylaws.
- Conducts regular onsite inspections of buildings and septic systems in progress and checks plans to ensure compliance with codes and by-laws.
- Reviews construction deficiencies with builders and property owners on site.
- Provides technical guidance and advice where possible.
- Recommends the issuance of Stop Work Orders to the CBO. Issues Orders relevant to the Building Code Act, Township by-laws and applicable laws and regulations.
- Assists with the preparation for court action against violators.
- Adheres to the code of conduct as stated in the Township's building by-Law.
- Documents all building inspection and enforcement activity.
- Continuing education is required through courses, seminars, workshops, and selected reading to stay current.
- Follows the Health & Safety policies & procedures and the Occupational Health & Safety Act and regulations to ensure a safe working environment.
- Performs other related duties as assigned.

### **Qualifications, Skills and Knowledge:**

- Degree/Diploma in the areas of construction, engineering or architectural technology and/or equivalent combination of education and experience
- Ministry qualifications in all categories is preferred
- 2 – 4 years previous related experience in Municipal Building Department Operations including knowledge of legislation, regulations, codes of practice, by-laws and policies that affect Municipal Building and Planning
- Experience in Bylaw Enforcement and Ontario Property Standards is preferred
- Thorough knowledge of construction materials and techniques
- Proficiency with Microsoft Office tools and systematic building permit tracking software
- Ability to read, interpret, and analyze detailed electrical, structural, plumbing and mechanical building plans.
- Team oriented and demonstrates a commitment to shared success and collaboration
- Excellent organizational and time management skills required with the ability to function well under pressure

### **Working Conditions:**

- A considerable portion of work time is spent outdoors and on construction sites where responsible for enforcement of safe work practices and public safety measures.
- Travel off-site to various job sites in all types of weather conditions with exposure to moderate noise and construction equipment.



- **Physical demands:**

- Operation of motorized vehicles. Some physical hazards are encountered in the scope of various duties and inspections. For example, heights, lifting, pulling and moving objects, animal control, and by-law enforcement issues.
- Onsite inspections may require further physical exertion such as the ability to climb and descend construction scaffolding and extension ladders. Must be physically capable of working in varying conditions.

- **Mental demands:**

- Moderate to strong mental attention and concentration in all tasks.
- May be privy to sensitive information and has primary responsibility for consideration of code and applicable law.
- Stress is a factor from extensive contact with public officials, employees, volunteer groups and the general public and having to deliver negative information and decisions.
- Challenging situations and disagreeable conditions are prevalent and involve the whole corporation

## **Position Details:**

- 2025 pay range is Grade 11: \$37.93 - \$47.47 per hour based on a 35-hour work week
- Hours of Work: Mondays to Fridays, 8:30 a.m. – 4:30 p.m.
- Optional enrollment in the Ontario Municipal Employees Retirement Scheme (OMERS)

**Competition Closes: Monday, June 30, 2025 at NOON**

**Interested candidates can apply online at <https://careers.pertheast.ca>.**

*Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Requests for accommodation can be sent to [hr@pertheast.ca](mailto:hr@pertheast.ca) or contact, Manager of Human Resources at 519-595-2800 ext. 258.*

*We appreciate all responses and advise only those applicants 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 of the purpose of candidate selection.*