

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

Building Inspector / Plans Examiner – Level 1 or Building Inspector / Plans Examiner – Level 2 or Building Inspector / Plans Examiner – Level 3

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 one (1) full-time permanent Building Inspector / Plans Examiner – Level 1, or Building Inspector / Plans Examiner – Level 2, or Building Inspector / Plans Examiner – Level 3.

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.

Building Inspector / Plans Examiner – Level 1:

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 Junior Building Inspector / Plans Examiner 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.

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).

- Enrol in the Municipality of Strathroy-Caradoc's Intern Inspector Program and 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.

Level 1 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.
- Must be legally authorized to work in Canada.

Building Inspector / Plans Examiner – Level 2 & 3:

Level 2 & 3 Position Summary:

Under the direction and reporting to the Manager of Building Services / Chief Building Official 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 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.

Level 2 & 3 Minimum Qualifications:

- Post-secondary degree / diploma in Architectural – Construction Engineering Technology or related field.
- Successful completion of the examination program authorized by the Ministry of Municipal Affairs and Housing in: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On Site Sewage Systems.
- Must have successfully passed the Ministry of Municipal Affairs and Housing examination on General Legal/process.
- The successful Candidate must possess a valid Building Code Inspection Number (BCIN).
- Must have a 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 is considered an asset.
- 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.

Level 2: Required Qualifications:

- Minimum of 2 years' experience in a Municipal setting as Building Inspector / Plans Examiner or equivalent experience involving the Building Code and Building Code Act.
- Must be able to obtain a BCIN within 60-days of employment. Consideration will be given to Candidates who do not currently possess a BCIN, but have successfully completed Ministry of Municipal Affairs & Housing or Ontario Building Officials Associations (OBOA) inspection related courses.

Level 3: Required Qualifications:

- Minimum of 5 years' experience in a Municipal setting as Building Inspector / Plans Examiner or equivalent experience involving the Building Code and Building Code Act.
- Must have a current BCIN.

Compensation:

Wage:

Level 1 Building Inspector / Plans Examiner: Band 4 - \$63,463.40 - \$79,333.80

Level 2 Building Inspector / Plans Examiner: Band 6 - \$84,593.60 - \$105,742.00

Level 3 Building Inspector / Plans Examiner: Band 6 - \$84,593.60 - \$105,742.00 + Premium When Acting as CBO

Benefits: Comprehensive benefits package and enrolment in the OMERS Pension Plan.

Posting Type: Current vacancy

Closing Date: July 31, 2025 @ 12:00pm

Only applications submitted through Strathroy-Caradoc's job board before the application deadline will be accepted.

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.