



**TOWN OF PETAWAWA
EMPLOYMENT OPPORTUNITY**

BUILDING INSPECTOR

The Town of Petawawa is currently seeking an experienced professional to fulfill the position of Building Inspector. This position is responsible for reviewing/issuing permits, inspecting buildings being constructed and septic systems being installed to ensure compliance with legislation. This position also investigates complaints and enforces municipal by-laws as directed.

Description of Position:

- Manages enforcement of provincial statutes and regulations governed by the Ontario Building Code and all other applicable laws as they apply to buildings, structures and septic disposal systems
- Conducts plans review, processes and issues building, demolition, septic and any other permits in accordance with legislation and by-laws
- Ensures all relevant inspections, orders or notices are executed as they relate to permits issued or regulations or by-laws violated
- Monitors compliance of development with subdivision, site plan, and any other development agreements
- Performs the duties of commenting agency for consents and other planning applications in regard to buildings/structures and septic services
- Assists in the creation and implementation of new by-laws and revisions to existing by-laws as required

Qualifications:

- A Civil Engineering Technology or Architecture community college diploma, or an equivalent combination of education and experience
- Qualifications and registration with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following classes: General Legal/Process; House; Plumbing - House; HVAC - House; Small Buildings; On-Site Sewage Disposal Systems

Rate of Pay:

\$69,378.40 to \$81,608.80 per annum, commensurate with qualifications and experience and is based on a 35 hour work week, plus a comprehensive health benefits plan, including health care spending account and OMERS pension



A detailed job description is available for download at petawawa.ca

Qualified candidates are invited to submit a cover letter and detailed resume by 4:30 PM on October 17, 2025 to:

Town of Petawawa
employment@petawawa.ca
ATTN: Building Inspector

The Town of Petawawa is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town of Petawawa of the nature of any accommodation(s) that you may require to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

