

# Woolwich Township Job Posting



**Date:** March 24, 2026  
**Position:** Building Official – Plans Examiner/Inspector  
**Positions Available:** One (1) Temporary Full Time

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) temporary full time Building Official for up to twelve (12) months due to a leave of absence.

## **Purpose of position and profile:**

This position is responsible for the examining of drawings, plans, specifications, and design data for all types of buildings and structures ensuring a complete application has been submitted. In addition, this position will be responsible to inspect all types of buildings during construction to ensure that they conform to applicable Acts, Codes, and laws.

## **Responsibilities:**

- Performs duties, and ensures compliance, within the Building Code Act (“the Act”), The Ontario Building Code, related municipal by-laws and other applicable laws, for examination and inspection of all residential, commercial, institutional and industrial drawings, plans, specifications, and design data
- Reviews building permit applications, including building plans, to ensure that the appropriate information is submitted for processing permit applications; calculates, and applies, applicable development charges and permit fees
- Coordinates and ensures that other required approvals related to plan examination are obtained prior to the issuance of those permits including reviewing equivalent material and alternate solutions.
- Inspects and issues the appropriate Building Code orders whenever contraventions are found and ensures that the contraventions are corrected to satisfy the provisions of the Ontario Building Code and related by-laws in accordance with established procedures
- Inspect buildings, as required, to determine the existence of any unsafe condition as defined in the Building Code
- Authorize building occupancy in conjunction with reviewing consulting reports
- Maintain a daily record of inspections
- Review site plans and attend site plan development meetings
- Other duties as assigned

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

- Diploma in Construction/Engineering Technology, Building Technology, or Architectural Technology from a recognized Community College or University
- Registered Building Official with valid Building Code Identification Number (BCIN) with the Ministry of Municipal Affairs and Housing (MMAH). Holds or is in the process of obtaining all courses and examinations necessary in the following categories per the Ontario Ministry of Municipal Affairs and Housing; General/Legal Process, House, Small Buildings, Large Buildings, Complex Buildings, Building Structural, HVAC House, Detection, Lighting and Power, Building Services, Plumbing House, Plumbing All Buildings and On-Site Sewage Systems

- Minimum 3 years experience in a Municipal Building department including plan review and field inspection experience. Knowledge of Ontario Building Code and Regulations.
- CBCO (Certified Building Code Official) certification or working towards certification
- Knowledge of local government/municipal operations, office and administrative procedures
- Ability to read and comprehend construction drawings, site plans and details of building construction design principles concerning architectural, structural, mechanical, electrical
- Proficient computer skills, including a working knowledge of MSOffice and Cityview
- Strong interpersonal, communication, and public relations skills to work effectively with staff, council, contractor, and the public with the ability to answer inquires regarding various regulations, policies and procedures
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a vehicle

This position offers a salary range of \$73,921.00 to \$92,401.00.

**Hours of Work and Working Conditions:**

Regular hours of work will be 35 hours per week, generally Monday to Friday day shift with flexibility for working evenings, weekends and holidays, as required.

Work will be a combination of in an office environment and field inspections, in all weather conditions, with potential exposure to typical construction hazards. Must be physically fit and able to stand for long periods of time.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm, April 7, 2026. Please quote job posting 2026-20.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.