



Town of Erin

Building Inspector/Plans Examiner

Business Unit: Planning & Development

Position Title: Building Inspector/Plans Examiner

Reports To: Chief Building Official (CBO)

The Opportunity

The Town of Erin is a vibrant and growing community located North West of the Greater Toronto Area and we are looking for someone to join our team as Building Inspector. Reporting to the Chief Building Official the successful candidate shall be responsible for conducting building inspections, processing building permit applications, the review of building permit plans, documents and specifications to ensure compliance with the Ontario Building Code and all other applicable laws. The Town prides itself in service excellence, and innovation. If you are someone who shares those values and thrives in a fast paced environment we want to hear from you!

Position Requirements

- Post-secondary diploma, degree and/or certificate in architecture, structural engineering or related field.
- A membership with the Ontario Building Officials Association (OBOA) or be eligible to obtain one.
- Must be in good standing with OBOA
- CBCO/BCQ certification, or working towards certification and is an asset
- Completion of Occupational Health & Safety certification or working towards it.
- Valid BCIN number is required
- Successful completion of the following requirements with the Ontario Ministry of Housing in a category of qualifications set out in the OBC is desirable:
 1. Building Code legal and technical examinations.
 2. House
 3. Small Buildings
 4. Large Buildings
 5. HVAC- House
 6. On-site sewage
 7. Plumbing – All Buildings

Major Responsibilities

- Receive inspection requests and perform inspections of buildings under construction within the Town of Erin including residential, commercial, industrial and institutional.
- Provides assistance to the CBO in the enforcement of the Building Code Act, the OBC, Fire Code and other applicable laws.
- Provide review of plans, documents and specifications to ensure compliance with the OBC, Fire Code and other applicable laws.
- Perform prescribed inspections as outlined in the OBC as well as additional inspections.
- Interaction with various contractors, trades, designers, installers, architects, engineers and property owners both in the office an on-site.
- Provide advice on methods and materials of general construction, Building Code and Building Code Act, septic and sewage design and construction, local by-laws and other applicable legislation and applicable laws.
- Investigate reports of possible construction performed without benefit of a building permit.
- When required, must issue Orders under the Building Code Act.

- Attend court hearings as required; give testimony and liaise with legal representatives as required.
- Maintain and update records pertaining to building permits. Utilize computer system and policies and procedures to ensure proper documentation.
- Keep abreast of all OBC changes, amendments and updates as they apply to construction.
- Other duties as assigned.

Working Conditions and Environment

- This position will be based out of the Town Offices.
- Office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- This position is for a 40-hour a week position.
- The salary range for this position is currently under review.
- Working conditions will include inclement weather.
- Must be able to climb ladders and enter confined spaces.
- Valid driver's license along with a clean drivers abstract are required.
- Proof of full vaccination against covid-19 is required.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted until 4:30 pm on September 29th 2023.

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.