

The Corporation of the Town of LaSalle

Job Posting

Job Title:	Permanent Full Time – Building Inspector / Plans Examiner
Union:	CUPE Local 701
Department:	Development and Strategic Initiatives
Reports to:	Manager of Building Services/ Chief Building Officer
Rate of Pay:	In accordance with the collective agreement (\$35.67- \$40.53 per hour)
Posting Date:	Friday, June 23, 2017
Posting Deadline:	Friday, July 7, 2017

Summary

The Building Inspector / Plans Examiner is responsible for conducting inspections of new housing and building construction, examination of plans specifications, issuance of appropriate building permits, and responds to matters dealing with property standards. If contraventions are discovered, seeks compliance and issues field reports in accordance with the Ontario Building Code, Municipal by-laws, and other relevant legislation.

Primary Duties and Responsibilities

1. Review construction drawings, mark deficiencies, and issue permits
2. Issue building, plumbing, heating and water permits
3. Inspects all buildings and prepares deficiency reports for building, plumbing and heating
4. Respond to Building Code and by-law inquiries from contractors, consultants, and the general public
5. Track building permit information and prepare monthly reports
6. Interpret construction drawings
7. Review, inspect, and issue pool permits
8. Enforce zoning and property standards
9. All other duties as assigned

Qualifications

- All Ministry of Municipal Affairs and Housing certifications related to building, plumbing, and Part 8 septic systems
- Ontario Grade 12 Graduation Diploma, or equivalent
- Hold and maintain a valid Class “G” drivers license
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

- Excellent written and verbal communication skills
- Thorough knowledge of the Ontario Building Code
- Minimum of five (5) years previous related experience

Qualifications Considered Assets

- Architectural Technology diploma
- Certified Building Code Official (CBCO) from the Ontario Building Officials Association

Working Conditions

- Duties shall be performed both indoors and outdoors
- Exposure to varying levels of heat and/or cold and dusty/dirty conditions at construction sites
- Travel within the Town to various locations
- Operation of a motor vehicle
- Manual dexterity to use desktop computer and peripherals
- Safety equipment will be required (i.e. safety shoes, etc.)

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift with overtime as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, sitting, ladder climbing, and driving

Leadership Responsibilities

- None

All applicants are encouraged to submit a resume and cover letter in confidence to:

Town of LaSalle
Attn: Human Resources
5950 Malden Road
LaSalle, ON N9H 1S4
hr@lasalle.ca

We thank all applicants who apply for this position, but only those candidates 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, and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.