

### **Employment Opportunity**

The Building/Bylaw/Planning Department is seeking a

#### **Building Inspector/Municipal Law Enforcement Officer (with a focus on Septic Inspections)**

This position is responsible for the application and enforcement of the Ontario Building Code, provincial legislation, all Municipal by-laws and other applicable laws in order to ensure compliance.

As a member of CUPE Local 4286, your hours of work will consist of 35/week, with an hourly rate of pay of \$26.60. Earnings will be subject to Union dues.

#### **Minimum Qualifications:**

- ) Minimum of Grade 12 is required.
- ) Certification in **General Legal/Process, and Onsite Sewage Systems** as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is required.
- ) Certification in **House or Small Buildings** or a willingness to obtain, as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is required.
- ) Willingness to complete additional Ministry of Municipal Affairs and Housing and Municipal By-law certifications is required.
- ) Minimum of two (2) years' experience in construction or a similar, related position.
- ) Good understanding and knowledge of the Ontario Building Code and applicable Federal and Provincial laws as they relate to the use of and occupancy of buildings and land.
- ) Good understanding of construction techniques and the ability to read and interpret plans and blueprints.
- ) Ability to demonstrate skills in resolving contentious issues appropriately and effectively.
- ) Communication, interpersonal and customer service skills to address requests, complaints and the ability to handle difficult situations.
- ) Possession of and ability to maintain a valid "G" Driver's Licence is required.

#### **Preferred Qualifications:**

- ) Minimum of a three (3) year college diploma program in Civil Engineering Technology or Architectural Technology.
- ) Possession of a Certified Building Code Official (CBCO) designation from the Ontario Building Officials Association, in the process of obtaining or willing to obtain.
- ) Minimum of two (2) years' experience as a Municipal Law Enforcement Officer.
- ) Municipal By-law Certification.
- ) Familiarity with Property and GIS Software.
- ) A good understanding of Municipal By-Laws, The Provincial Offences Act, The Canada Evidence Act and The Ontario Courts of Justice Act.
- ) Certification in any of the following as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code will be considered an asset:
  - HVAC – House
  - Large Building
  - Complex Building
  - Plumbing - House
  - Plumbing - All Buildings
  - Building – Services
  - Building – Structural
  - Detection, Lighting and Power
  - Fire Protection

Prior to the final selection for these positions, Candidates shall be required to provide, at their own expense, a Vulnerable Sector Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Please refer to the Position Description for further requirements and accountabilities, obtained on our website at [www.mindenhills.ca](http://www.mindenhills.ca), or by contacting the Deputy Clerk at [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca) or 705-286-1260 ext. 513.

Qualified applicants are invited to submit a letter of application together with a resume of education and experience by **12:00 noon, April 12, 2021** to:

**Building Inspector (SEPTIC) Employment Opportunity**

The Township of Minden Hills  
7 Milne St., PO Box 359  
Minden, Ontario  
K0M 2K0

**Attention:** Shannon Prentice, Deputy Clerk

**Email:** [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying, as noted above, should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions. We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.