



Employment Opportunity

The Building/Bylaw/Planning Department is seeking a

Building Inspector / Municipal Law Enforcement Officer

Reporting to the Chief Building Official, 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.

This is a temporary full time position with the **possibility of becoming permanent full time**.

The position is based on a 35-hour work week being 8:30 AM to 4:30 PM, Monday to Friday. The rate of pay for 2019 is \$25.69/hour as per the LOCAL 4286 Collective Agreement. Earnings will be subject to Union dues.

Minimum Qualifications:

- Grade 12.
- Certification as set out by the Ministry of Municipal Affairs and Housing is required, with a focus on the Ontario Building Code qualifications being General Legal for Inspectors and the House is preferred.
- A minimum of two (2) years' experience in construction or a similar, related position.
- A 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.
- A good understanding of construction techniques and the ability to read and interpret plans and blueprints.
- A valid G driver's license.
- 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 interpersonal situations.

Preferred Qualifications:

- A minimum of 2-years' experience as a Municipal Law Enforcement Officer.
- A good understanding of Municipal By-Laws, The Provincial Offences Act, The Canada Evidence Act and The Ontario Courts of Justice Act.
- Familiarity with Property and GIS software.
- Municipal By-law Certification.

Possession of certifications in the following will be considered an asset:

- Plumbing - The House, HVAC House and Small Buildings.
- Inspector Part 8 - On Site Sewage Systems.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Background Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Applicants are encouraged to read the Position Description for all requirements and accountabilities, obtained in person from the Administration Office, 2nd floor, calling 705-286-1260 ext. 313 or emailing sprentice@mindenhills.ca

This is an open call for applications until the position is filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

Building Inspector/Municipal Law Enforcement Officer

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

Attention: Colin McKnight, CBO/MLEO/Planning Supervisor
Email: 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**.