

**Career Opportunity
Building Inspector/MLEO
(Full Time)**

We are currently seeking an energetic and motivated individual to join our Building/ Bylaw team a Building Inspector/Municipal Law Enforcement Officer. Key responsibilities include 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 unionized, full-time position, based on thirty-five (35) hours per week. The current rate of pay is \$30.33/hour as per the LOCAL 4286 Collective Agreement – Schedule “A”. Earnings will be subject to Union dues.

Minimum Qualifications:

- Minimum of Grade 12.
- Certification in **General Legal/Process** 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.
- A 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	Complex Building
Plumbing - House	Building - Structural
Plumbing – All Buildings	Detection, Lighting & Power
Large Building	Fire Protection
Building Services	

This position involves office work as well as field/onsite inspections that require physical demands outside of normal office working conditions. Travel is required and work can be performed outdoors.

Upon final selection, the successful applicant will be required to provide, at their own

expense, a Criminal Record and Judicial Matters check from the Ontario Provincial Police or appropriate police force as well as a clean Driver's Abstract.

Please refer to the Position Description for further requirements and accountabilities, which may be obtained by contacting the Human Resources Coordinator at sprentice@mindenhills.ca or 705-286-1260 ext. 513.

How to Apply:

Qualified applicants are invited to submit a cover letter and a detailed resume of education and experience by **12:00 noon, February 5, 2025**. The Township may begin the process of reviewing and selecting applicants for an interview at any time during this recruitment period.

In Person or by Mail:

Building Inspector Opportunity

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

By Email:

To the attention of: Shannon Prentice, Human Resources Coordinator,
sprentice@mindenhills.ca

We thank all who apply for this position; however, only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. If you require accommodation options to ensure full and equal access during the recruitment process, please contact our **Human Resources Department**. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.