



## JOB OPPORTUNITY Building Inspector Level 2

*Bracebridge is the place to live, work and play! As part of a growing, vibrant, and friendly community nestled in the heart of Muskoka, a world-famous region known for its lakes, rivers, beaches, parks and natural beauty. The Town of Bracebridge is seeking candidates for an exciting opportunity!*

**File #:** 2025-O-008

**Position:** Building Inspector Level 2

**Classification:** Full-Time OPSEU Bargaining Unit

**Weekly Hours:** 35 hours per week

**Number of Vacancies:** 1

**Department:** Planning and Development

**Wage Information:** An hourly rate of pay of \$36.48 (starting) - \$37.94 (after 3 months) - \$39.45 (after 12 months)

**Closing Date:** April 18, 2025

Reporting to the Chief Building Official or designate, the Building Inspector Level 2 is responsible for issuing permits under the Ontario Building Code; enforcement of the Ontario Building Code, Property Standards By-law and Zoning By-law as well as other municipal regulations; providing services to the public including responding to enquiries about building permits, property standards, municipal zoning bylaw and other municipal regulations developed under the Planning Act and Municipal Act.

### Position Responsibilities:

- Enforce the Ontario Building Code, review plans and proposals on site, conduct site inspections and follow-up for compliance with the Ontario Building Code and applicable legislation.
- Enforce Property Standards, Zoning, Tree, Sign, Pool Enclosures or any other related By-laws.
- Investigate complaints, conduct site inspections, determine compliance, issue notices of non-compliance and serve summonses, prepare cases and attend court to prosecute offenders.
- Undertake sewage system inspections in accordance with the Ontario Building Code.
- Respond to public enquiries involving building permits and zoning by-laws as well as other regulations developed under the Municipal Act or Planning Act.
- Review Building Permit Applications and undertake zoning reviews to support the issuance of building permits in accordance with applicable legislation.



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### **Qualifications and Experience:**

- Ontario Secondary School Diploma.
- Qualified with the Ministry of Municipal Affairs and Housing in the following categories: General Legal/Process, House and On-Site Sewage. Preferred HVAC House, Plumbing House and CBCO/BCQ.
- Minimum of two (2) years of building construction experience and experience within a municipal Building Department environment is preferred.
- Excellent interpersonal, project/time management, analytical, written and verbal communication, presentation, and problem-solving/mediation skills.
- Ability to excel within a political and community service environment and able to participate in enthusiastic staff teams and build external alliances/partnerships while adhering to confidentiality requirements at all times.
- Thorough working knowledge of the Building Code Act and the Ontario Building Code, Fire Code, Development Charges Act, Provincial Offences Act and other building/zoning/property maintenance-related legislation/regulations/standards and related enforcement processes; contemporary issues in the Building industry; building design and construction principles and inspection practices; municipal government and municipal zoning by-laws in general; the Occupational Health and Safety Act, WHMIS 2015 and other regulations.
- Excellent computer skills utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and a good understanding of databases, permit/inspection tracking systems, GIS and the internet.
- Class "G" Driver's License in good standing and reliable vehicle to use on corporate business.
- Ability to provide a current and acceptable vulnerable sector check.
- Availability to attend evening and/or weekend meetings or other events as required.

Apply to this opportunity by **4:30 p.m. on April 18, 2025** with your cover letter and resume, quoting File **2025-O-008** and your first and last name to: [humanresources@bracebridge.ca](mailto:humanresources@bracebridge.ca).



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*We thank all who apply, however, only those candidates selected for an interview will be contacted.*

*The Town of Bracebridge is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Corporate Services Department at (705) 645-5264.*

*Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.*