



## EMPLOYMENT OPPORTUNITY

<b>Job Title:</b>	<b>Building Inspector / Plans Reviewer</b>
<b>Position Type:</b>	Full-Time, Permanent
<b>Department:</b>	Building Department
<b>Reports to:</b>	Chief Building Official
<b>Directly Supervises:</b>	n/a
<b>Hours per Week:</b>	35 hours per week
<b>Hourly Rate:</b>	\$40.92 to \$46.06 (Pay Band 7)
<b>Application Due Date:</b>	Friday May 2, 2025 at 12:00pm (ET)

### Why Mapleton?

The Township of Mapleton is one of the seven lower-tier municipalities that form the County of Wellington. The Township supports a mostly agricultural and rural population of approximately 11,000 residents. Mapleton is focused on our vision of being "rooted in tradition, growing for the future." Three small hamlets (Drayton, Moorefield and Alma) make up the "urban" centres of the Township.

Mapleton is quickly becoming an "employer of choice" within the public sector. We have a competitive compensation structure, employer-paid health & wellness benefits, OMERS pension, professional development, and are a flexible employer that prioritizes employee wellbeing.

### Position Summary

The Township is currently seeking applications for a full-time position of Building Inspector/Plans Reviewer. The Building Inspector/Plans Reviewer is responsible for reporting to the Chief Building Official, enforcement of the Ontario Building Act, the Ontario Building Code, and all applicable municipal by-laws.



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### Duties and Responsibilities

- Key duties of this position include, but are not limited to:
  - Plans review,
  - Ensuring building permits are in compliance with all applicable regulations,
  - Conducting site inspections; and,
  - Issuing orders when necessary.

### Education and Experience

- Minimum of (3) three years' experience as a Building Official with a municipality or practical experience in the construction industry
- Strong knowledge of current Ontario Building Code, plumbing code, septic legislation, building construction, and zoning and planning matters
- Successful completion of Ministry of Municipal Affairs and Housing Building Code Exams including: House, Small Buildings, Large Buildings, Plumbing House, Plumbing – All Buildings, On-Site Sewage Systems, and General Legal/Process (MBO II)
- Consideration will be given to applicants who do not have all Ministry exams, but have completed “General Legal”, “House”, “Septic”, and/or “Plumbing House” (MBO I)
- Specialized Knowledge/Skill Requirements:
  - Effective, courteous, and tactful communication skills to engage with the general public, construction industry professionals, elected officials and other outside agencies
  - Ability to investigate, administer and enforce applicable by-laws
  - Excellent computer skills and records management, with knowledge of GIS systems, and able to use pdf editing software for plans review.
  - Ability to read and understand plans, blueprints, and building construction drawings.
  - Navigate through municipal zoning by-laws for general information such as, but not limited to:
    - zoning, setbacks, lot coverages, building heights, and general information.

### Working Conditions

- A Valid motor vehicle license (G) classification with a clean driver's abstract is required
- Work is often split between indoor office work and outdoor site visits.
- Outdoor Work:
  - May spend hours on construction sites inspecting ongoing work, checking for compliance with building codes, or reviewing plans in-office.



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- Can be exposed to various environmental conditions such as extreme weather, noisy environments, dusty conditions, and even potentially hazardous situations like working on construction sites with heavy equipment.
- Indoor Work
  - For plans review, the majority of work is done indoors, often in an office setting
  - Frequent use of computers to assess plans and create reports should be expected

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### HOW TO APPLY:

Applications, including a resume and cover letter **in pdf format** can be submitted via email to [building@mapleton.ca](mailto:building@mapleton.ca) on or before May 2, 2025 @ 12pm (ET).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Township of Mapleton values the unique skills and experiences each individual has to offer and we are committed to creating an inclusive and accessible organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation to participate fully in our recruitment processes, please let us know when we contact you.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [lwheeler@mapleton.ca](mailto:lwheeler@mapleton.ca).