

**County of Lambton  
Position Description**

**Position Title:** Building Inspector      **Division:** Infrastructure & Development Services

**Group:** CUPE 2926

**Immediate Supervisor:** Manager, Building Services/Chief Building Official

**Position Summary**

Act as building inspector for Lambton County and/or contracting municipalities by assisting the Manager of the Building Services Department in enforcing the provisions of the Building Code Act, the Ontario Building Code, Municipal By-Laws and regulations. Provide assistance to/or acts as the Property Standards Officer or By-Law Enforcement Officer.

**Job Duties and Responsibilities****Building Permits:**

- Receive and review all building permit applications and fees to erect, alter, demolish or move buildings in contracting municipalities
- Calculate and ensure all applicable fees and charges are applied
- Examines all plans, specifications and design data to determine whether the proposed works will meet the requirements of the Ontario Building Code; zoning By-Law, site plan controls, Nutrient Management Act
- Approve proposed work and issue the necessary permits

**Building Inspection:**

- Inspect construction of work at various stages within time frame as specified in code
- Check for compliance with the Code and related municipal By-Laws
- Draw contraventions of the Building Code, Zoning By-Laws, etc. to the attention of the responsible persons
- Issue the correct orders to correct such contraventions
- May be required to inspect buildings to determine whether a building permit is required or to determine how compliance with the regulations can best be achieved
- Back-up for private sewage systems coordinator when required

**Other Duties:**

- Answer inquiries regarding building construction, municipal By-Law interpretation, administration of the Building Code Act, regulations and other applicable laws in person, by telephone, correspondence and by computer
- Enter and update inspection status information on computerized permit database in accordance with Building Services Department procedures
- Enter initial permits into database

- Initiates prosecution for contraventions by swearing information, may serve summons (as Provincial Offences Officers) appear as expert witness and provide evidence in court
- Appear before council (municipal) on matters pertaining to building or property issues, i.e. site plan control meetings and appeal hearings
- When acting as Property Standards Officer, ensures compliance with property standards By-Laws
- When acting as By-Law Enforcement Officer (including site plan control) ensures compliance with relevant legislation for contracting municipalities

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

**Direct Supervision:** Not applicable

**Indirect Supervision:** Not applicable

**Functional Authority:** Not applicable

**Credentials Required**

**Minimum Formal Education**

- Completion of a 3-year community college diploma in Architectural Technology or Civil Engineering Technology
- Successful completion of the examination program authorized by the Ministry of Municipal Affairs and Housing in: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On Site Sewage Systems (10 in total)

**Experience**

- 3-4 years of experience in related work

A valid Ontario driver's license and use of a vehicle.

**\*\*Please visit our job board at [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting BUILD005490 to apply. Posting closes May 18, 2025 at 11:59 pm.**