

Building Inspector

Permanent Full-Time

Wage Rate: \$33.52/hour



Elliot Lake offers an exceptional quality of life, a low cost of living and an ideal work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

The City of Elliot Lake is seeking a **Building Inspector** to join our Building/By-Law Enforcement Department. Reporting directly to the Chief Building Official (CBO), this position is responsible for processing building permit applications, conducting inspections, and reviewing construction conformance as per the Ontario Building Code (OBC). The Building Inspector will also provide technical support to builders, developers, engineers, and other stakeholders.

Key Responsibilities

- Serve as the municipality's Provincial Offences Officer for enforcing municipal by-laws, policies, and codes.
- Review and process building permit applications and plans for compliance with the Ontario Building Code (OBC).
- Advise applicants and Chief Building Official on incomplete submissions and required application updates.
- Conduct inspections of new buildings, renovations, and additions to ensure compliance with the OBC and other relevant laws.
- Provide customer service via phone, email, and in-person, responding to technical inquiries related to building, zoning, and planning.
- Manage inactive permits and assist with data entry for permit applications.
- Follow safe work practices and adhere to all applicable policies, procedures, and the Code of Conduct for Inspectors.
- Enforce provincial statutes and municipal by-laws, including zoning, building, and development regulations.

Qualifications:

- **Education:** Post-secondary diploma or degree in Architectural, Construction, or Engineering Technology (preferred) or a minimum of one (1) year of Building Officials Fundamentals Certificate of Qualification.
- **Certification:**
 - Successful completion or willingness to complete the provincial examination program in Legal Processes, House, Small Buildings, Plumbing, HVAC, Building Services, and Building Structural (administered by the Ministry of Municipal Affairs and Housing).
 - CBCO designation granted by the Ontario Building Officials Association (OBOA).
 - Building Code Identification Number (BCIN).
 - CET designation from OACETT or MAATO from AATO is an asset.
- **Experience:** Minimum of five (5) years of relevant experience.
- **Knowledge & Skills:**
 - In-depth knowledge of the Ontario Building Code and Regulations, especially in residential construction.
 - Strong understanding of mechanical, electrical, and structural engineering principles related to building construction.
 - Ability to read and interpret detailed construction drawings and site plans.

- Well-developed communication and customer service skills, with the ability to interact with external and internal stakeholders.
- Strong problem-solving and decision-making abilities, with the capacity to work independently.
- Ability to meet the physical requirements of the position (field inspections).
- Commitment to maintaining a safety-focused culture.
- Proficient in MS Office programs (Word, Excel, Outlook).
- Valid Ontario Class “G” driver’s licence.

Why Join Our Team:

- Competitive compensation and benefits package.
- Work in a dynamic, inclusive environment that values professional growth and development.

To view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the hiring process. If you require accommodation, please contact HR.

CLOSING DATE: Thursday, May 22, 2025

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

JOB DESCRIPTION

JOB TITLE: BUILDING INSPECTOR	DEPARTMENT: BUILDING / BY-LAW ENFORCEMENT
DATE: May 26, 2022	SUPERVISOR: CHIEF BUILDING OFFICIAL
PRIMARY PURPOSE OF JOB:	Reporting to the Chief Building Official, this position will be primarily responsible for processing building permit applications, performing inspections, reviewing drawings and construction conformance related to buildings regulated by the Ontario Building Code

BASIC JOB DUTIES:

1. Serve as municipality's Provincial Offences Officer for enforcement purposes regarding municipal by-laws, policies and codes
2. Review applications and plans for buildings under the Ontario Building Code (OBC) with regards to completeness of the submission;
3. Represents the City with the general public, builders, developers, engineers, consultants and others on a regular basis to answer technical questions about building, zoning and general planning.
4. Advise applicants and Chief Building Official (CBO) of incomplete submissions and application issues/items requested;
5. Examine permit application documents and process applications for Part 9 Small Buildings to ensure compliance with the Ontario Building Code and relevant Municipal By-laws for the purpose of permit issuance;
6. Assists with permit application data entry and ensure that all applications are recorded, tracked and forwarded to the CBO, as required;
7. Conduct inspections of new buildings, additions to and alterations of existing buildings for compliance with the OBC and applicable laws. Manage inactive open permits;
8. Provide customer service in person, by telephone and e-mail;
9. Must adhere to the prescribed Code of Conduct for Inspectors
10. Adhere to all policies and procedures for the City.
11. Follow safe work practices relating to job responsibilities and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.
12. Participates in the administration and enforcement of Provincial Statutes and Codes, By-laws, agreements, including but not limited to zoning, building, fencing, 2 development charges, site plan control, etc.
13. Other related duties as may be assigned.

QUALIFICATIONS:

1. Post-secondary diploma or degree in Architectural, Construction or Engineering Technology (preferred) or minimum one (1) year Building Officials Fundamentals Certificate of Qualification.
2. Successful completion or willingness to complete the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing in: Legal Processes, House, Small Buildings, Plumbing- All Buildings, HVAC House, Building Services and Building Structural.
3. CBCO designation granted by the OBOA,
4. Building Code Identification Number (BCIN)
5. CET designation as granted by OACETT or a MAATO as granted by AATO is considered an asset.
6. Five (5) years related experience.
7. Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding residential construction as well as a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction.
8. Excellent knowledge of building construction methods. The ability to read and comprehend detailed construction drawings and site plans.
9. Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders.
10. Strong problem solving and decision making skills and the ability to function effectively with minimal supervision.
11. Ability to meet the physical requirements (i.e. field inspections) of the position;
12. Ability to handle stressful situations on a regular basis.
13. A demonstrated commitment to enhancing a safety culture.
14. Strong working knowledge of MS Office programs including Word, Excel and Outlook.
15. Valid Ontario Class "G" driver's licence.