



## **Career Opportunity Building Inspector/Bylaw Officer (Full Time)**

Do you have a passion for building safety, an eye for detail, and a drive to serve your community? The Township of Minden Hills is looking for a dedicated Building Inspector to help ensure that growth in our community is safe, responsible, and compliant with the highest standards.

In this role, you'll be part of a dynamic team responsible for applying and enforcing the Ontario Building Code, provincial legislation, municipal by-laws, and other applicable laws. Your work will directly contribute to maintaining the integrity, safety, and character of our community — now and for years to come.

This is a full-time, unionized 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 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  
Plumbing - House  
Plumbing – All Buildings  
Large Building  
Building Services

Complex Building  
Building - Structural  
Detection, Lighting & Power  
Fire Protection  
On-Site Sewage (Part 8)

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 [hr@mindenhills.ca](mailto:hr@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, September 30, 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, [hr@mindenhills.ca](mailto:hr@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.