

## County of Lambton Position Description

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

**Group:** CUPE 2926

**Immediate Supervisor:** Deputy Chief Building Official

### Position Summary

Act as a building inspector for Lambton County and/or contracting municipalities by assisting the Senior Building Inspector and Deputy Chief Building Official 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 and all other applicable laws as prescribed under the Building Code Act.
- Approve proposed work and issue the necessary permits.

#### **Building, Plumbing, and Septic Inspection**

- Inspect construction of work at various stages within time frame as specified in the Code.
- Check for compliance with the Code and related municipal By-Laws.
- Advise on 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 advise how compliance with the regulations can best be achieved.

#### **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 following Department procedures.
- Issue permits

- 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:** None

**Indirect Supervision:** None

**Functional Authority:** None

### **Credentials Required**

**Minimum Formal Education**

- Completion of a Three-year Community College diploma in Architectural Technology or Civil Engineering Technology or equivalent
- Successful completion of the examination program authorized by the Ministry of Municipal Affairs and Housing in: House and General Legal

**Experience**

- Two to three years of experience in related work
- Ability to successfully obtain all 13 qualifications as required by the Ministry of Municipal Affairs and Housing
- Member of the Ontario Building Officials Association

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

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