



**The Corporation of the Township
of South-West Oxford**

Requires a Full-Time, Building Inspector/Plans Examiner

The Township of South-West Oxford is a leader in the development and delivery of municipal services for the growth and well-being of our community. We are strategically located adjacent to Highway #401 corridor in the south-west corner of Oxford County, with a transportation network of well-maintained Provincial, County, and Municipal Roadways. We are focused on continuing the development of our community where people and businesses can prosper.

Position Summary:

Reporting to the Chief Building Official/Drainage Superintendent, the Building Inspector / Plans Examiner is responsible for reviewing building permit applications, plans, and associated documentation, and conducting building inspections at various stages of construction to ensure compliance with the *Building Code Act*, the *Ontario Building Code*, and applicable municipal by-laws. The position provides technical guidance to applicants, contractors, and member of the public, and supports enforcement of municipal by-laws under the direction of the Chief Building Official. The role is also responsible for providing a high level of customer service by assisting applicants in navigating building permit and approval processes.

A complete job description, including detailed responsibilities and qualifications, is available at www.swox.org.

Key Responsibilities:

- Permit Intake and Application Review: Reviews building permit applications and associated documentation for completeness and compliance with the *Building Code Act*, *Ontario Building Code*, Zoning By-laws and other applicable law(s).
- Plans Examination: Conducts plans examination for residential dwellings, additions, accessory buildings, farm buildings, small commercial projects, demolitions, and private swimming pools within assigned scope.
- Building Inspection Services: Performs on-site building inspections at various stages of construction to verify compliance, or identify deficiencies with approved plans, the *Ontario Building Code* and municipal by-laws. Issues inspection reports and communicates next steps or required corrections to applicants, contractors and property owners.
- Customer Services and Technical Guidance: Provides technical guidance, code interpretation, and customer service to builders, designers, property owners, contractors and the public.

- Records and Reporting: Maintains accurate records associated with permits, inspections and enforcement records.

Required Qualifications and Experience:

- One (1) to three (3) years of experience in a Building Inspector/Plans Examiner position.
- College Diploma in Civil Engineering Technology or Architectural Technology and/or equivalent work experience may be considered.
- Successful completion or willingness to obtain the Provincial mandated examination program administered by the Ministry of Municipal Affairs and Housing (MMAH), including:
 - Legal/Process for Chief Building Officials
 - House
 - Small Buildings
 - Large Buildings
 - HVAC – House
 - Building Services
 - Plumbing – All Buildings
 - Building Structural
- Successful completion or willingness to obtain the following:
 - OMAFRA Drainage Superintendent Course
 - Survey Course
 - Plan and Profile Reading Course
 - Additional training in GIS mapping, hydrology, and erosion control is considered an asset.
- Must possess a valid Building Code Identification Number (BCIN).
- Knowledge of Cloudpermit software.
- Extensive knowledge of the Ontario Building Code Act, National Building Code Act, Zoning By-Law, and other federal and provincial laws.
- Strong knowledge of construction techniques and best practices.
- Excellent written and verbal communication, as well as public relations skills.
- Ability to manage electronic files and work independently.
- Valid “G” Driver’s License.

Salary and Benefits (Grade 6 on the 2025 Township Grid)

This is a grade 6 position on the Township grid, with an annual salary range of **\$68,086.20 to \$85,103.20** (based on a 35-hour work week), plus a comprehensive health benefits package and the OMERS Pension Plan.

A condensed work-week option is available following one year of employment.

Application Process:

The posting will close on **Friday, December 12th, at 4:30 p.m.** Please forward your resume, highlighting your qualifications and experience, to:

Emily Lavender-Ruple, Payroll & Benefits Administrator
Township of South-West Oxford
312915 Dereham Line, RR1
Mount Elgin, ON N0J 1N0
Email: payroll@swox.org

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act,

The Township of South-West Oxford is committed to equity and inclusivity in the workplace. We encourage all qualified candidates to apply.

Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.