

Job Posting 26-18

Plans Examiner/ Building Inspector

The Town of Cobourg is seeking a full time Plans Examiner / Building Inspector!

Under the direction of the Chief Building Official, the Plans Examiner / Building Inspector is responsible for reviewing building permit applications, conducting inspections, and ensuring compliance with the Ontario Building Code, applicable municipal by-laws, and approved plans. The position provides technical expertise in building construction, coordinates regulatory enforcement activities, and supports the safe, orderly development within the Town of Cobourg. The role requires effective communication with applicants, contractors, design professionals, municipal staff, and the public, while maintaining accurate records and documentation in support of compliance and enforcement. The successful candidate will:

- Review permit applications and ensure all pertinent drawings, specifications and reports are submitted prior to permit issuance.
- Undertake related inspections to ensure compliance with the Ontario Building Code.
- Preparation and attendance as witness for course cases, Building Code Commission hearings and the quasi-judicial tribunals on behalf of The Corporation of the Town of Cobourg.
- Notify the Chief Building Official and the owner/contractor of any deviations from the approved plans and any special problems arising from inspections.
- Issue orders to comply as necessary.
- Keep accurate records of inspections and progress of work.
- Perform the duties of the Building Inspector when required.

The successful candidate will possess the following:

- Have a Ministry of Housing BCIN designation.
- Have a minimum three (3) years combined practical experience in the construction industry and in the enforcement of the Ontario Building Code or equivalent/equal experience.
- Possess excellent interpersonal, written and verbal communication skills.
- Ability to read blueprints.
- Possess a Valid G driver's license with demonstrated satisfactory record and a clean driver's abstract as well as access to a reliable vehicle as regular driving is required to fulfil the duties of the position.
- Ability to work independently or as part of a team
- Proficiency with Microsoft Office programs (Microsoft Word, Excel, PowerPoint) and Cloud Permit.
- Valid Criminal Record Check upon hire.
- Eligibility to become a Certified Building Code Official (C.B.C.O) preferred.

The wage rate is Grade 9 of the CUPE Collective Agreement (Expiring: December 31, 2027) \$35.43 – \$44.29 per hour. To review the complete Job Description please visit the Cobourg.ca. Interested applicants should forward a PDF copy of their cover letter and resume in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **May 10, 2026**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.