

BUILDING INSPECTOR LEVEL 1

BRANCH: Building Services

DEPARTMENT: Planning and Development

REPORTS TO: Chief Building Official

POSITION SUMMARY:

Reporting to Chief Building Official, the Building Inspector Level 1 will be responsible for independently and professionally facilitating construction and demolition activities in the Town of Bracebridge by conducting inspections of buildings and maintaining effective and cooperative liaison with home and business owners, contractors, designers, architects, engineers, other professionals and the general public. The incumbent is responsible for exercising the powers and performing duties under the Building Code and the Town's Property Standards By-law and enforcement activities under the Town's Zoning By-law and Site Plan Control By-law, as well as other municipal regulations including working with property owners to obtain voluntary compliance or compliance through legal means. The Building Inspector Level 1 will provide excellent customer service and will work well in a team environment.

CORE DUTIES AND RESPONSIBILITIES:

1. Completes reviews of Building Permit applications for compliance with the Ontario Building Code and other applicable legislation.
2. Enforces the Ontario Building Code, reviews plans and proposals, conducts site inspections and completes follow-up for compliance with the Ontario Building Code and applicable legislation.
3. Prepares communications, face-to-face meetings and other communications with home and business owners, contractors, designers, architects, engineers, and other professionals.
4. Investigates complaints, conducts site inspections, determines compliance, issues notices of non-compliance as well as serves summonses, prepares cases with Branch staff and the Town's solicitor where applicable; and attends court to prosecute offenders.
5. Undertakes sewage system inspections in accordance with the Ontario Building Code and provides assistance under the Town of Bracebridge Sewage System Maintenance Inspection Program.
6. Responds to public enquiries involving building permits, signs permits and property standards matters as well as other regulations developed under the Building Code, Municipal Act or Planning Act.
7. Maintains accurate and up-to-date records.
8. Ensures compliance with municipal by-laws, in particular by-laws that regulate property standards, zoning and site plans by conducting comprehensive investigations in response to complaints, upon request, and as otherwise initiated; reports findings and issues orders when required.
9. Interacts with the fire department, by-law enforcement, planning services, and other agency officials, as required.
10. Receives and resolves problems in a proactive way; strives to gain voluntary compliance and assists in mediating disputes between property owners or owners and tenants.

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12. Assists with clerical and support services for the Building Services Branch including telephone and counter reception; acceptance of building and septic applications, sign permit processing, filing, and data input.
13. Maintains current knowledge of new and amended legislation, regulations, by-laws, standards, and principles.
14. Maintains files in accordance with the Town's Information Management By-law, Policies and Procedures and the Electronic Document and Records Management System (EDRMS).
15. Works in a respectful, friendly and courteous manner and communicates effectively with co-workers, supervisors, elected officials, and the general public.
16. Demonstrates a commitment to diversity, equity, and inclusion through continuous learning, modeling inclusive behaviours, and proactively managing bias.
17. Undertakes special projects and other duties as assigned by the Chief Building Official or designee.

QUALIFICATIONS REQUIRED:

18. Ontario Secondary School Graduation Diploma.
19. Qualified with the Ministry of Municipal Affairs in the following categories: General Legal, House, Small Buildings, HVAC - House, On-Site Sewage Systems, and Plumbing – House. Certified Building Code Official (CBCO) designation, preferred.
20. Minimum of three (3) years of building construction experience and experience within a municipal Building Department environment is preferred.
21. Excellent interpersonal, project/time management, analytical, communication, presentation, and problem-solving/mediation skills. Ability to maintain accurate inspection reports and record keeping is required.
22. Ability to excel within a political and community service environment and able to participate in enthusiastic staff teams and build external alliances/partnerships.
23. Thorough working knowledge of the Building Code Act and the Ontario Building Code, Fire Code, Planning Act, Provincial Offences Act and other related building/zoning/property maintenance-related legislation/regulations/standards and related enforcement processes; contemporary issues in the Building industry; building design and construction principles and inspection practices; municipal government and municipal zoning by-laws in general; the Occupational Health and Safety Act and other regulations;
24. Excellent computer skills utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint) and a good understanding of databases, permit/inspection tracking systems, GIS and the internet.
25. Class "G" Ontario Driver's License in good standing and reliable vehicle to use on corporate business.
26. Ability to provide a current and acceptable Vulnerable Sector Check.

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27. Possess the physical ability to perform the essential duties of the job.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

28. Physical demands require computer usage; walking; climbing of stairs, ladders and hills; steady balance; ability to push, pull, stoop, crouch, crawl; and ability to lift a minimum of 30 pounds.
29. Working conditions vary from a normal office environment to an outdoor environment including inclement weather, exposure to dust, and public criticism.
30. Ability to work schedule and shifts as stated. Work outside normal working hours may be required occasionally.

SUPERVISION REQUIREMENTS:

Positions Supervised Directly: None

Positions Supervised Indirectly: None

REVIEW AND APPROVAL:

Position

Signature

Date

Department Head:



June 24, 2026

Chief Administrative Officer:



July 8, 2026