



Building Inspector

The City of Kawartha Lakes invites applicants to join our dynamic team as a **Building Inspector**, in our Development Services Department.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day they are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to support our values of Accountability, Respect, and Teamwork and we want you to ***Jump In*** with us!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: Employer paid benefits package, OMERS pension (defined benefit), short-term and long-term disability income replacement, education reimbursement, and other programs that foster innovation, leadership, and career advancement.

Job Title	Building Inspector
Closing date	February 25, 2025
Wage	\$37.44 - \$40.50 per hour (2025)
Reports To	Chief Building Official
Department	Development Services
Location	Lindsay, ON
Hours	40 hours per week
Other	General office environment with travel throughout the City of Kawartha Lakes in accordance with job requirements

Job Description:

- Respond to telephone and counter inquiries regarding building permits and issues from property owners, developers, contractors and designers
- Inspect construction in accordance with the Building Code Act and the Ontario Building Code and carry out enforcement of the said regulation to ensure compliance

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- Review building applications, plans and specifications of primarily Part 9 buildings to ensure compliance with Ontario Building Code and applicable law and issues permits for same
- Perform calculations to determine the value of permit fees, development charges etc.
- Conduct inspections of new buildings, additions to and alterations of existing buildings for compliance with the Ontario Building Code and applicable law
- Attend training courses, seminars and read technical literature as necessary to remain current in this field
- Maintain accurate records of plans, plan reviews, inspections, letters and reports prepared or used in connection with building permits
- Represent the City at court and tribunals to provide evidence as needed
- Enter permit applications and inspection records onto computer system
- Meet with the public, contractors and designers, to discuss and review their projects
- Coordinate plan review and approvals with other City departments for which approval is required as a precondition for a building permit
- Perform other related duties as assigned.

Skills/ Education Required

- Post-secondary diploma in Engineering Technologist, Architectural Technology, Building Inspection or a related field
- Certification in the following categories of qualifications as set out by the Ministry of Municipal Affairs and Housing and the Building Code Act is preferred:
 - General Legal/Process
 - Small Buildings
 - Plumbing – All Buildings
 - Building Services
 - Building Structural
- Minimum 3 years of related progressive experience, preferably in a municipal environment or experience working in construction/ skilled trades is an asset
- Experience in a municipal Building Department environment is an asset
- Completion of Ministry of Municipal Affairs and Housing courses leading to a CBCO (Certified Building Code Official) designation preferred
- Experience in court procedures and enforcement as it relates to the Building Code Act and Ontario Building Code preferred
- Demonstrated customer service and interpersonal skills at a level to develop and maintain co-operative/collaborative working relationships both within and outside the organization including coaching and effective problem solving
- Excellent written communication and mathematical skills
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct service delivery office setting
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and

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discretion, and complying with all applicable privacy legislation and local polices and procedures

- Demonstrated complex problem solving skills and attention to detail and accuracy
- Ability to professionally and respectfully manage stressful and antagonistic situations
- Excellent time management skills with the ability to prioritize workloads and meet deadlines while achieving all administrative requirements
- Demonstrated ability to work independently with minimum supervision
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence
- Upon a conditional offer of employment, a Criminal Record Check is required.

Interested applicants are encouraged review the full job postings on our website and to apply on or before **February 25, 2025** through the Careers page on the City of Kawartha Lakes website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2573>

We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.