

The Corporation of the Town of LaSalle

Job Posting

Job Title: Building Inspector / Plans Examiner

Union: C.U.P.E Local 701

Department: Development and Strategic Initiatives

Reports to: Manager of Building Services/ Chief Building Officer

Rate of Pay: In accordance with the collective agreement (\$37.86 - \$43.02 per hour)
(2020 Rate of Pay)

Posting Date: January 21, 2022

Posting Deadline: February 11, 2022

Summary

The Building Inspector / Plans Examiner is responsible for conducting inspections of new housing and building construction, examination of plans specifications, issuance of appropriate building permits, and responds to matters dealing with property standards. If contraventions are discovered, seeks compliance and issues field reports in accordance with the Ontario Building Code, Municipal by-laws, and other relevant legislation.

Primary Duties and Responsibilities

1. Review construction drawings, mark deficiencies, and issue permits
2. Issue building, plumbing, heating and water permits
3. Inspects all buildings and prepares deficiency reports for building, plumbing and heating
4. Respond to Building Code and by-law inquiries from contractors, consultants, and the general public
5. Track building permit information and prepare monthly reports
6. Interpret construction drawings
7. Review, inspect, and issue pool permits
8. Enforce zoning and property standards
9. All other duties as assigned

Qualifications

- Three (3) year Architectural Technology Diploma, or equivalent
- Must possess the following Building Code Identification Number (BCIN) certifications:
 - General Legal
 - House
- Hold and maintain a valid Class “G” drivers license
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Minimum of five (5) years previous related experience

Qualifications Considered Assets

- Certified Building Code Official (CBCO) from the Ontario Building Officials Association
- Valid BCIN certifications in:
 - Small Buildings
 - Plumbing – All Buildings
 - Building Services
 - Part 8 - Septic
 - Large Buildings
- Previous plans review experience
- Knowledge of the Ontario Building Code

Working Conditions

- Duties shall be performed both indoors and outdoors
- Exposure to varying levels of heat and/or cold and dusty/dirty conditions at construction sites
- Travel within the Town to various locations
- Operation of a motor vehicle
- Manual dexterity to use desktop computer and peripherals
- Safety equipment will be required (i.e. safety shoes, etc.)

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift with overtime as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting.

Leadership Responsibilities

- None

Application Process

All applicants are encouraged to submit a resume and cover letter in confidence to:

hr@lasalle.ca

Town of LaSalle
Attn: Human Resources
5950 Malden Road
LaSalle, ON N9H 1S4

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.