



Job Description

Approved: November 18, 2025

This job description outlines the responsibilities, qualifications, working conditions, and performance expectations of the position. It describes the role, not the individual performing it. The scope of work remains consistent regardless of the qualifications or performance level of the incumbent.

Job Title: Building Inspector/Plans Examiner

Report to Title: Chief Building Official

POSITION DETAILS

Position status: Permanent Full-time

Department: Protective Services

Pay method (Salary or Hourly): Salary

Group Benefits: Yes

Normal workweek: 35-hour work week

Overtime: Flex time and paid overtime as per Township Flex & Overtime Policy 3.04

On Call: No

Organization Name Values/Vision/Mission Statement

A Welcoming, Safe, And Inclusive Rural Community For Life.

A – Responsibilities (includes accountabilities)

To perform this job successfully, the individual must be able to carry out the responsibilities described. Reasonable accommodations will be provided to support individuals with disabilities in fulfilling these duties.

1) Scope of Position

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.

2) Key Responsibilities

1. Permit Intake and Application Review

- Reviews building permit applications for completeness and compliance with the Building By-law, the Ontario Building Code, and applicable law as defined in Division A, Part 1 of the Ontario Building Code.
- Confirms zoning, site plan approval status, servicing requirements, and other required approvals prior to permit issuance.
- Calculates and collects building permit fees, development charges, and other applicable fees.

2. Plans Examination

- Reviews architectural, structural, mechanical, plumbing, HVAC, electrical, and related construction drawings for compliance with the Ontario Building Code.
- Conducts plans examination for residential dwellings, additions, renovations, accessory structures, farm buildings, private swimming pools, demolitions, and small commercial or industrial tenant improvements within assigned scope.
- Identifies non-compliance issues and works with applicants, designers, and the CBO to resolve them.

3. Building Inspection Services

- Performs building inspections at various stages of construction to ensure compliance with approved plans, the Building Code Act, the Ontario Building Code, and applicable municipal by-laws.
- Documents inspections and issues Orders, Deficiency Notices, or Stop Work recommendations to the CBO as necessary.
- Provides approval for occupancy and completion within assigned authority.

4. Customer Service and Technical Guidance

- Provides accurate and timely information to property owners, contractors, designers, and the public regarding permit requirements, technical standards, and inspection processes.
- Assists applicants in understanding and navigating compliance expectations in a clear and professional manner.
- Maintains positive working relationships and promotes a service-oriented approach to regulatory compliance.

5. Records and Reporting

- Ensures accurate and timely documentation of permit, review, inspection, and enforcement actions in Cloudpermit, Laserfiche, GIS, and other municipal systems.
- Prepares and maintains inspection records, correspondence, reports, and related files in accordance with Township records management policies.

6. By-law Support and Interdepartmental Coordination

- Assists with investigation of zoning and property standards complaints, in collaboration with the By-law Enforcement, Clerk's Office and under direction of the CBO.
- Supports drainage-related inquiries by documenting site conditions and communicating observations to the Drainage Superintendent / CBO for follow-up (where required).
- Coordinates with Planning, Public Works, Fire Services, Conservation Authorities, and other external agencies as necessary.

2A Operations and Program Delivery

- 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.
- Conducts plans examination for residential dwellings, additions, accessory buildings, farm buildings, small commercial projects, demolitions, and private swimming pools within assigned scope.
- Performs on-site building inspections at various stages of construction to verify compliance with approved plans, the Ontario Building Code, and municipal by-laws.
- Identifies deficiencies, issues inspection reports, and communicates required corrections to applicants, contractors, and property owners.
- Provides technical guidance, code interpretation, and customer service to builders, designers, property owners, and the public.
- Maintains accurate permit, inspection, and enforcement records in Cloudpermit, Laserfiche, and related systems.
- Assists the Chief Building Official with enforcement actions and referrals where non-compliance persists.
- Collaborates with Planning, Public Works, Fire Services, and external agencies to support coordinated review and approval processes.
- Documents and relays site observations related to drainage or grading concerns to the Chief Building Official/Drainage Superintendent.

2B Human Resources

- Does not directly supervise employees
- Does not indirectly supervise employees
- Ensures that work performed by Township contractors and service providers meets health and safety, procurement, and regulatory requirements.
- Ensures that required qualifications (e.g., BCIN) are maintained

2C Material Resources

- Uses and is responsible for the safe operation and care of:
 - Township vehicle
 - Computer and office equipment
 - Mobile devices (cell phone/iPad)
 - Personal Protective Equipment (PPE) and inspection tools
 - GIS and engineering plans, software, and mapping resources

2D Information Resources

- Updates and maintains information in Laserfiche, Cloudpermit, GIS, drainage files, and internal tracking systems.
- Handles confidential enforcement and property information in compliance with MFIPPA and organizational privacy standards.

2E Spending, Budgets and Internal Control

- Works within the Township's Procurement Policy and financial procedures.
- Not responsible for investment decisions or corporate-level financial controls.

2F Health & Safety

- Ensures compliance with the Occupational Health and Safety Act, Township Health & Safety policies, and relevant safety standards.

- Maintains required monthly and quarterly inspections of designated Township vehicle safety equipment (e.g., fire extinguisher, first aid kit).
- Participates in safety training and demonstrates safe work practices at all times.

2G Other Duties

- Performs additional duties as may be assigned to meet organizational needs.

3) Key Relationships to Be Managed

External

- Landowners and the public (daily)
- Contractors and trades (daily/weekly)
- Consulting engineering firms (weekly/monthly)
- Conservation Authorities (as required/project-based)
- Ministry of Agriculture, Food & Rural Affairs (OMAFRA) (monthly)
- Ministry of Municipal Affairs and Housing (as required)
- Ministry of Natural Resources and Forestry / Fisheries and Oceans Canada (as required for environmental approvals)

Internal

- Township staff (ongoing)
- Township Council and Committees of Council (as required)

Public Relations

- Serves as an ambassador of the Township, demonstrating professional, respectful, and solution-focused communication.
- Acts as a liaison between landowners, contractors, engineers, agencies, and Township administration to ensure transparent and lawful processes.

4) Creativity

- Requires initiative and judgment in interpreting and applying legislation, resolving issues, and balancing compliance with customer service.

5) Autonomy

- Works independently for the most part; keeps Chief Building Official informed on the status of work.
- Work is guided by legislation, professional standards, municipal policies, and established procedures.

B – Qualifications

The qualifications listed below reflect the competencies required to perform the responsibilities of the position. Candidates who do not possess the exact stated qualifications may be considered if they can demonstrate an equivalent combination of training and relevant experience to the satisfaction of the CAO.

1) Formal Education, Training and Certifications

1. College Diploma in Civil Engineering Technology or Architectural Technology and/or equivalent work experience may be considered.

2. Additional education in construction, municipal infrastructure, planning, or environmental sciences may be considered an asset.
3. Must have successfully completed (or be willing to complete) 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
4. Completed (or be willing to complete) 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.
5. BCIN (Building Code Identification Number) Certification for applicable building inspection categories.
6. Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Certification (CET) is an asset.
7. Health & Safety Training (e.g., Working at Heights, WHMIS, Confined Space Entry).
8. Ontario One-Call Training for underground utility locates, an asset.

Professional designation/certification

- Willing to complete the Certified Building Code Official (CBCO) examinations considered an asset.

License

- Valid Class G Drivers License

Formal Training and Professional Development

- Health and Safety training (including WHMIS and First Aid)
- Annual Drainage Superintendent Conference / DSAO meetings (optional)
- Seminars and workshops with MMAH, OMAFRA, MNRF, Conservation Authorities, and other regulatory agencies (optional)
- Ongoing professional development related to Building Services and Drainage administration

Experience

- Minimum 2–4 years of related municipal or construction/building industry experience.

Core Competencies

Decision-Making and Judgment

- Applies the Ontario Building Code and Building Code Act accurately and consistently when reviewing plans and conducting inspections.
- Identifies compliance issues and determines appropriate next steps (e.g., deficiency notices, follow-up inspections).
- Knows when to elevate matters to the Chief Building Official for enforcement or interpretation.

Problem Solving

- Analyzes construction drawings, site conditions, and inspection findings to identify non-compliance and propose corrective solutions.
- Uses sound reasoning when interpreting Code requirements and applying them to real-world building situations.
- Addresses issues professionally and constructively with applicants, contractors, and property owners.

Interpersonal and Communication Skills

- Communicates technical information clearly and respectfully to individuals with varying levels of technical knowledge.
- Maintains positive and professional relationships with applicants, contractors, staff, and the public.
- Demonstrates active listening, patience, and tact when addressing questions or concerns.
- Ensures confidentiality and exercises good judgment in all interactions.

Customer Service Orientation

- Provides helpful, solution-focused guidance to support applicants through the permitting and inspection process.
- Balances customer service with regulatory responsibility by promoting understanding and voluntary compliance.

Organization and Time Management

- Manages inspection schedules, plan review timelines, and administrative work efficiently.
- Prioritizes tasks and responds effectively in a fast-paced environment with frequent interruptions.
- Maintains accurate records and documentation in accordance with Township procedures.

Technical Skills

- Proficient with Cloudpermit, Laserfiche, GIS, and Microsoft Office applications.
- Able to read and interpret architectural, structural, mechanical, plumbing, electrical, and site drawings.
- Demonstrates strong reasoning, critical-thinking, and analytical abilities.

Knowledge Requirements

- Strong working knowledge of the Building Code Act, Ontario Building Code, and applicable municipal by-laws.
 - Awareness of the Planning Act, zoning regulations, site plan control processes, and related approval frameworks.
 - Knowledge of construction practices, materials, and methods relevant to residential and agricultural buildings.
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C – Effort & Working Conditions

1) Physical Effort and Environment

- Medium physical effort in an outdoor environment.
- Low physical effort in a pleasant environment (office).

2) Mental Effort and Environment

- High mental attention and concentration are required in office and outdoor environments.
 - Balance workload with tight timelines.
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D – Key Performance Measures

- Responds to public and applicant inquiries within 2 business days, providing either the requested information or a clear expected timeline for follow-up.
 - Completes plan review and processes building permit applications within legislated timelines established in the Ontario Building Code and the Township's Building By-law.
 - Conducts required building inspections in a timely manner, normally within 2 business days of request, subject to availability and site readiness.
 - Documents inspection results, plan review notes, and enforcement actions accurately and promptly in Cloudpermit and associated record systems.
 - Provides clear, professional, and solution-focused guidance to applicants, designers, and builders, supporting voluntary compliance and positive customer experience.
 - Refers matters requiring enforcement, interpretation, or legal action to the Chief Building Official promptly, with supporting documentation.
 - Maintains current knowledge of changes to the Ontario Building Code and related standards, and applies updates consistently in daily work.
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E – SIGN OFF

Job description reviewed by

Employee:

Date:_____

Supervisor: _____
Chief Building Official