



Building Inspector/Plans Examiner

Tay Township - Employment Opportunity

Full-Time, Permanent Position (On-Site)

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of progression to join #TeamTay as a Building Inspector/Plans Examiner. Ideal candidates will be adaptable to our growing and evolving municipality and demonstrate capabilities for making a positive impact on the corporation and the community as one. If you are passionate about providing the very best in municipal service delivery and are looking for a place to challenge yourself and grow, we encourage you to consider Tay for your next employment opportunity.

Reporting to the Manager of Building Services/CBO, the Building Inspector/Plans Examiner is responsible for plan examinations for all classes of buildings relevant to the Ontario Building Code, conducting site and building inspections of construction and plumbing installations, inspecting alleged building municipal by-law infractions and ensuring enforcement of the Ontario Building Code Act, Ontario Plumbing Code, and Municipal Building By-law including the issuance of permits, inspections and enforcement.

The compensation range for this Full-Time, Permanent position is \$40.65 to \$47.56 per hour with a 35-hour regular work week.

Key Qualifications

- Completion of post-secondary education from an accredited educational institution, in Building, Engineering, Architecture, or another relevant discipline.
- Three (3) years of Ontario Building Code inspection and plans examination or related experience. Preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement; Construction experience is considered an asset.
- Certified Building Code Official (CBCO) designation and an active member in good standing of the Ontario Building Officials Association (OBOA).
- Class 'G' driver's license in good standing.
- Certification in or working toward the following categories, as set out by the Ministry of Municipal Affairs and Housing and the Ontario Building Code Act:

General Legal/Process, House, Small Buildings, Large Buildings, Plumbing – All Buildings, HVAC, Building Services, Building Structural, and On-Site Sewage.

- Thorough working knowledge and understanding of the Ontario Building Code and Building Code Act, and related Regulations, and all other applicable legislation, and of the intent and content of the Building and Plumbing Codes and Municipal By-laws.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation and Benefits Package
- OMERS Pension
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m., Tuesday, July 29, 2025**, to the attention of Human Resources (HR@Tay.ca).

Application Notes:

- Please reference '**2025-012**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

Click Here to Apply Now!

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2025-07-08



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Building Inspector/Plans Examiner	
Position Classification: Administration Staff	Pay Band: 7
Department/Division: Protective and Development Services/Building Services	Reports to (Directly): Manager of Building Services/Chief Building Official (CBO)
Direct Reports: None	Indirect Reports: None
Revision Date (s): July 2025; June 2024; May 2022; August 2021; June 2015; July 1993	Hours Per Week: 35

Position Summary:

Reporting to the Manager of Building Services/Chief Building Official ("CBO"), or their designate, the Building Inspector/Plans Examiner is responsible for plan examinations for all classes of buildings relevant to the Ontario Building Code, conducting site and building inspections of construction and plumbing installations, inspecting alleged building municipal by-law infractions and ensuring enforcement of the Ontario Building Code Act, Ontario Plumbing Code, and Municipal Building By-law including the issuance of permits, inspections and enforcement.

In the absence of the CBO, the incumbent exercises the role of the CBO as outlined in the Ontario Building Code Act as required and assigned by the CBO or their designate.

Responsibilities:

1. Conducts plans examinations as part of the building permit process for conformity to the Codes and other applicable laws and statutes including the Township's Zoning By-law; issues building permits, as required and authorized by the Manager of Building Services/CBO; coordinates and consults with developers and other Township clients; prepares plans correspondence which accurately state design deficiencies, reasons for requirements, and alternatives to design problems; ensures placement of septic systems, private sanitary and water services are appropriate to building design; researches and communicates information on code content and application.

2. Schedules and conducts building and site inspections of buildings and structures, and ensures compliance with the Ontario Building Code, Plumbing Code, and relevant municipal by-laws; prepares written reports for all completed inspections and maintains inspection log for all building permits issued; ensures that reports and site inspections are conducted to administer residential rehabilitation programs and other similar programs.
3. Ensures the enforcement of the Ontario Building Code, as required, including documentation of evidence, issuing compliance orders for corrective actions and preparation of summons and court briefs; represents the Township in court proceedings under the general direction of the Municipal Solicitor.
4. Utilizes Bluebeam – Cloud-based Construction Software and Cloudpermit – Cloud-based Permitting and Licensing Software; acts as the software point of contact pertaining to Building Services for the Township.
5. Prepares, maintains, and organizes inspection reports and records for all completed inspections sufficient to the requirements of applicable law, the department and in preparation for possible court appearances.
6. At the discretion of the Manager, researches and prepares reports and attends Protective and Development Services Committee meetings to advise on Building Division-related activities and matters; attends department/division meetings and other meetings as required.
7. Provides superior customer service, assistance, and information to the public, contractors, designers, builders, and other applicable parties, concerning the requirements of the Ontario Building Code and other applicable laws and statutes.
8. Liaises with departments in the evaluation of municipal buildings with respect to maintenance, evaluation of condition, and proposed capital program.
9. Acts as an occasional backup for the front counter; greets visitors and directs them to the appropriate area/person for service.
10. Assumes the statutory duties of the Chief Building Official (CBO) in their absence as outlined in the Ontario Building Code Act as required and assigned by the CBO or their designate.
11. Provides input to the Manager of Building Services/CBO for the department budget for recommendation to the General Manager, Protective and Development Services, Chief Administrative Officer and ultimately Council.
12. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
13. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.

14. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology, organizational theory and practices relating to the functions of the Township in order that professional competency is maintained.
15. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities and public sector organizations to remain current and invested in shared services and programs.
16. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
17. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
18. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ Completion of post-secondary education from an accredited educational institution, in Building, Engineering, Architecture, or another relevant discipline.
- ❑ Certified Building Code Official (CBCO) designation and an active member in good standing of the Ontario Building Officials Association (OBOA).
- ❑ Certification in or working toward the following categories, as set out by the Ministry of Municipal Affairs and Housing and the Ontario Building Code Act:
 - General Legal/Process
 - House
 - Small Buildings
 - Large Buildings
 - Plumbing – All Buildings
 - HVAC
 - Building Services
 - Building Structural
 - On-Site Sewage
- ❑ Standard First Aid and CPR Certification in good standing.
- ❑ Class 'G' driver's license in good standing.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.
- ❑ Active member in good standing of the Association of Professional Engineers of Ontario, and/or the Ontario Association of Architects is considered an asset.

- ❑ Ontario Association of Property Standards Officer (OAPSO) designation provided through the Ontario Association of Property Standards Officers (OAPSO) is considered an asset.
- ❑ Registered Canadian Building Official (RCBO) designation provided through The Alliance of Canadian Building Officials Association is considered an asset.
- ❑ Certified Engineering Technologist (C.E.T.) designation provided by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) in good standing is considered an asset.
- ❑ Wood Energy Technology Transfer Inc. (WETT Inc.) certification is considered an asset.

Experience

- ❑ Three (3) years of Ontario Building Code inspection and plans examination or related experience. Preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement; construction experience is considered an asset.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - Bluebeam
 - Geographic Information Systems – Interactive Mapping
 - Cloudpermit
 - Laserfiche
 - Microsoft Dynamics Great Plains (GP)

Knowledge

- ❑ Thorough working knowledge of the Ontario Building Code and Building Code Act, and related Regulations, and all other applicable legislation.
- ❑ Thorough understanding and knowledge of the intent and content of the Building and Plumbing Codes and Municipal By-laws.
- ❑ Sound knowledge of applicable federal, provincial, and municipal legislation, as well as employee relations principles and practices, local government functions and responsibilities.
- ❑ Knowledge of the Occupational Health and Safety Act.

Skills and Competencies

- ❑ Understanding of and ability to communicate and explain, both verbally and in writing, the requirements/intent and content of the Ontario Building Code and Building Code Act and Municipal By-laws.
- ❑ Ability to read and interpret mapping, site plans, building plans, blueprints and

construction drawings and specifications.

- ❑ Knowledge and ability to assess both financial and legal risk to the Township from activities or incidents being investigated or reviewed as part of potential and ongoing claims and litigation matters related to Building Services.
- ❑ Advanced computer skills including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; internet-based research proficiency is essential.
- ❑ Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- ❑ Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to always exercise integrity, tact, and good judgement.
- ❑ Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines; ability to work independently with minimal supervision.
- ❑ Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; self-assured and confident; driven towards results while constantly problem-solving and learning; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 35 hours; occasional requirement to attend evening Council meetings and events/meetings outside of the regular workweek; attendance/response may be required in the event of emergencies or critical

situations requiring an immediate response in accordance with Township policy.

- ❑ Performance of duties normally takes place in indoor, office environment and outdoor environments to conduct building and site inspections; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ May be subject to inclement weather and extreme temperature variations; may be exposed to wet, cold and/or humid conditions, fumes, airborne particles, and toxic or caustic chemicals; appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Position requires considerable driving and travel, including but not limited to conduct building and site inspections throughout the Township, and attending court proceedings; requires visual concentration and awareness; must be aware of other vehicles, pedestrians, animals, debris, and the public on or accessing roads.
- ❑ Requirement for sufficient physical ability and mobility to work in an office setting and a field environment; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations; may be exposed to criticism from the Public.
- ❑ Position requires accuracy and the analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving results. There is an opportunity for autonomy, independent judgement, initiative and creativity, and original research; accountability for quality and timeliness of work and reliability in achieving excellent results.
- ❑ Problem-solving/decision-making efforts and responsibilities include an extensive and multi-faceted degree of analysis; decisions are to be made within the corporate mandate by contributing to and following the adaption, preparation, and coordination of methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Outcome of Error:

- ❑ Strategic errors made by this position can result in the increased risk of municipal litigation or liability (legal and financial), the loss of Council's and public confidence, the loss of trust in management, poor employee morale, reduced public safety, and increased health and safety risks.

Employment Conditions:

- ❑ Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.
- ❑ Satisfactory Driver's Abstract.