

**Position:** Building Official – Inspector/Plans Examiner

**Category:** Permanent Full-time, 35 hours a week

**Salary:** Pay Band 12, \$42.95 to \$50.25/hour

Applications are now being accepted for the vacant, permanent full-time position of Building Official – Inspector/Plans Examiner.

**Deadline for applications: Friday, July 10, 2026, at 4:00 PM**

## **ABOUT THE MUNICIPALITY OF WEST GREY**

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

## **JOB OVERVIEW**

Reporting to the Chief Building Official (CBO), the Building Official is responsible for the administration and enforcement of the *Ontario Building Code Act* and Regulations, relevant statutes and municipal bylaws, and the issuance and inspection of building permits. They will work closely with both the public and contractors to educate and inform them of the requirements of the building code as well as the application process.

## **JOB DETAILS**

- Reviews plans for compliance with the Ontario Building Code applicable law and provide guidance to applicants on a case-by-case basis.
- Performs on-site inspections for permit applications for residential, commercial, industrial and institutional projects related to buildings, structures, public safety, fire protection, structural sufficiency, onsite sewage systems, and plumbing.
- Administers and provides interpretation of the Building Code Act, Regulations and other regulatory standards, and municipal bylaws including zoning, structures, swimming pool and its enclosure, etc.
- Assists clients with inquiries concerning the Ontario Building Code and building process.
- Provides enforcement of:
  - The Building Code Act by initiating charges through the Provincial Court system; coordinates in consultation with legal counsel, the municipality's position and attends court to provide evidence or expert witness testimony at Court, attend discovery and/or mediation hearings in relation to building or zoning matters as required; and
  - municipal zoning bylaws.

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

- Post-secondary education in an architectural or construction related field.
- Ministry of the Municipal affairs and Housing qualifications in legal and house.
- Certified Building Code Official (CBCO) by the Ontario Building Officials Association is considered an asset.
- Knowledge of the Ontario Building Code, the Building Code Act and accepted construction and plumbing practices.
- Previous design experience is considered an asset.
- Conflict resolution and working with hostile or disgruntled people.
- Strong organization, oral and written communication and interpersonal skills.
- A valid class "G" Ontario Driver's License in good standing.
- Ability to work independently, with minimal supervision, but in a team-environment focused on customer service excellence.
- Ability to physically perform on-site building inspections.
- Experience interpreting and enforcing municipal bylaws is considered an asset.
- Certifications in Working at Heights, WHMIS, and AODA are required. Will train the right candidate.
- Knowledge of software programs including Microsoft Office, Bluebeam, Cloudpermit, Geographic Information Systems (GIS) and iCity and Keystone is considered an asset.

## **WORKING CONDITIONS**

This position is based in both a climate-controlled office environment, as well as outdoors in all types of weather, with regular work hours being Monday to Friday. Overtime may be possible during construction season as the volume of applications and inspections increases. Regular computer work with a need for visual and mental concentration is required. The role spends frequent time traveling to worksites. The site could have high levels of noise occasionally and could regularly be dusty/dirty. This role requires interaction with the public and consultants, and the incumbent should be prepared to deal with occasional stressful encounters. Personal Protective Equipment (PPE) is required such as a hard hat and certified safety work boots.

## **EQUAL OPPORTUNITY EMPLOYER**

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.

## HOW TO APPLY

**Interested individuals having these qualifications are encouraged to email a cover letter and resume to: [hr@westgrey.com](mailto:hr@westgrey.com)**

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.