



The Corporation of the Township of Tehkummah
456 Hwy 542A, Tehkummah, ON, P0P 2C0
705-859-3293
www.tehkummah.ca

BUILDING INSPECTOR JOB DESCRIPTION

Purpose and Scope of Position

The Building Inspector shall be responsible for providing assistance to the Chief Building Official (CBO) for duties regulated by the Building Code Act and the Ontario Building Code (OBC). The incumbent in this position will process building permit applications, provide review of plans, documents and specification to ensure compliance with the OBC and all other applicable laws.

The incumbent will work with the CBO in a training period for up to 3 years until the necessary courses have been completed to qualify for the CBO position.

Position Requirements

Education and Certifications

- Post-secondary diploma, degree and/or certificate in architecture, structural engineering or related field is desired
- Ability to obtain BCIN identification
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBO) Designation from the Ontario Building Officials association (OBOA).
- Must qualify with the Ontario Ministry of Housing in a category of qualifications set out in the OBC for house, plumbing – house, HVAC – house and on-site sewage systems.
- Must qualify with the Ontario Ministry of Housing in a category of qualifications set out in the OBC for small building, building structural, building services detention, lighting and power and fire protection or working towards completion of qualifications.
- Good organizational and communication skills.
- Strong computer skills including Microsoft Office, GIS and databases.
- Possess a vehicle and maintain a valid Ontario “G” Driver’s Licence.
- Valid Criminal Reference Check

Major Responsibilities

Under the direction of the CBO:

- provides assistance to the CBO in the enforcement of the Building Code Act, the OBC, Fire Code and other applicable laws.
- Provide review of plan, documents and specifications to ensure compliance with the OBC, Fire Code and other applicable laws.
- Conduct required inspections, within legislated timelines, for the compliance of construction with the OBC and maintain accurate records of permits and inspections.
- Advise permit applicants of missing documentation and/or non-compliance with the zoning bylaw, building code and other applicable law within legislated time frames.
- Inspect existing building and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.