



Job Description

The Corporation of the Township of Augusta

Position title: Building Inspector

Department: Building

Reports To: Chief Building Official

Classification: Pay band 8 - \$75,363 to \$87,352 (2025 rates) - Non-union/exempt

Position Summary:

This role is responsible for conducting on-site building inspections, plans examination, administration to ensure that all construction work is completed in compliance with the Ontario Building Code Act and Code, and all applicable provincial and municipal legislations.

Position Responsibilities:

- Inspection of buildings during construction to ensure compliance with the approved plans and the Ontario Building Code, write inspection notes and “Orders to Comply” as necessary to achieve compliance.
- Review of drawings to ensure compliance with the Ontario Building Code, Municipal By-laws and other applicable laws.
- Assist in reviewing permit applications for completion and for permit issuance.
- Administrative documentation of inspections and permits into various systems.
- Enforcing relevant Township By-laws, performing field investigations and follow-up actions to achieve compliance.
- Receive calls and assist callers in obtaining information related to their request to a successful conclusion, regardless of applicability to department disciplines.
- Provide information with respect to general inquiries about the Building Code and Planning initiatives, along with other municipal by-laws and programs.
- Be a resource of information for frequently asked questions, code requirements, and general building science principles.
- Counter reception assisting persons in obtaining their requested information.
- Provide support and assist in the preparation of Council reports as required.
- Provide Information with respect to administrative guidelines of the municipality and other related agencies.
- Provide feedback to permit holders on inspection status, work orders, follow-up and closure
- Maintain building files and records systems.
- Process CMHC, Tarion, MPAC, and Stats Canada Reports.
- Receive complaints and forward them to appropriate department personnel.

- Use conflict resolution and listening skills to ease complainant's inquiries.
- Use a high level of professionalism, discretion, and protection of privacy at all times.
- Provide assistance to the Chief Building Official and Planner.
- Follow the municipalities and the Building Code Act Code of Conduct for inspectors.
- Other duties as assigned.

Experience and Qualifications:

- A minimum two-year post-secondary education in Architectural, Construction Engineering or similar field of study.
- Provincially qualified to inspect in the following classes: General Legal, House, Plumbing - House, HVAC - House
- Certified Building Code Official or 3 Years' municipal experience would be an asset.
- Possesses strong technical, communications and human relations skills.
- Ability to read blue prints and design specifications and analyze for compliance with the building code, municipal by-laws and other applicable laws.
- Willingness to learn and conduct research.
- Adaptable to changing work environments and multi-tasking between unrelated disciplines.
- Maintaining accurate and detailed records of inspections and investigations.
- Willing to accept responsibility and demonstrate initiative.
- Skills in problem solving and must be solution orientated.
- Ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Possess knowledge of building science, construction methodology and terminology.
- Emphasis is placed on the practical demands of the job, confidentiality and professional ethics.
- Strong organizational skills.
- Strong computer skills, and a good knowledge of standard business software.
- Valid Class G drivers' licence in Ontario.
- Ability to articulate concise accurate site inspection and investigation notes
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations.

Health & Safety Responsibilities:

- To learn, understand and practice standard Township operating procedures.
- To be familiar with and comply with the provisions of the Occupational Health and Safety Act
- Act and Regulations, and the Township Health and Safety Policies and Procedures.
- To take every precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.

- To report any occupational injury or illness immediately to their supervisor.
- To use personal protective equipment, where required.
- To report any contravention of the Occupational Health and Safety Act.
- To maintain required up to date training for Building Officials.

Contacts:

Incumbent communicates regularly with Council, Committees, municipal staff, staff of other municipalities, the public and Provincial ministries and government agencies.

Hours of Work:

Regular office hours 8:30 a.m. to 4:30 p.m.– Full time position, 37.5 hours per week. May be required to provide service after hours, weekends and statutory holidays as needed.

Acknowledgments

Position	Signature	Date
Incumbent – NA		
CAO		