

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Building Inspector			
Reports to:	Manager of Building & Planning/CBO	Last Revision Date	October 2025
Department:	Building & Planning	Positions Supervised:	None
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position:			
The Building Inspector will be responsible for performing the legislative duties in relation to the administration of the Ontario Building Code and relevant municipal by-laws; and to protect and promote public safety as it relates to the Building Code Act, Ontario Building Code, and the built environment. The Building Inspector will ensure duties are performed with the expressed aim of protecting the Township from liability claims.			
Key Result Areas	Major Responsibilities	Success Indicators	
Building & Planning Services	• Process applications for building, plumbing and septic permits, including the review of drawings to ensure compliance with the Ontario Building Code, Municipal By-laws, and all applicable laws. • Examine plans, drawings, and site layouts for new buildings, building renovations and other proposed structures and inspect all buildings during construction to ensure	• Applications reviewed and processed accurately within established timelines. • Plans and site layouts approved with full compliance to codes and by-laws. • Inspections completed and appropriate notices issued in accordance with legislation.	

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	compliance with the approved plans, Ontario Building Code, Municipal By-laws, and other applicable laws. • Conduct all inspections and issue orders or notices relating to terms of permits and/or regulations violated, in accordance with established procedures and legislation. • Completes the septic inspections, as part of the Ontario Building Code, Part 8 requirements for installations, upgrades and repairs. • Evaluate existing structures for Ontario Building Code compliance, health and safety issues and change of use. • Conduct inspections for Municipal By-Laws and assistance with the administration of the By-laws. • Conduct plan reviews; process building permits in accordance with all applicable legislation including the Building Permit By-law and established procedures. • Responsible for implementing a number of Municipal By-laws related to the Building and Planning area. • Research new building methods and remain current with Ontario Building Code Amendments and provide the information to contractors and the public. • Provides support for the septic inspection program, in the absence of the Building & Planning Coordinator.	• Septic inspections conducted and documented per Part 8 of the OBC. • Structure evaluations completed with clear documentation of compliance and safety issues. • Plan reviews and permits processed in compliance with all applicable legislation. • By-laws implemented effectively with consistent enforcement. • Septic inspection program supported seamlessly during coordinator's absence.
Administrative	• Maintain accurate and detailed records of inspections, investigations, correspondence, and for special projects.	• Inspection and project records maintained accurately and up to date.

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	• Prepare and respond to questionnaires, surveys, and other requests for information from other municipalities, and the Provincial and Federal governments, related to Building Code matters.	• Information requests completed accurately and submitted on time.
Teamwork	• Adhere to Township corporate policies and procedures. • Provide support to other departments as required. • Liaise with staff across departments regarding building, planning and development matters. • Participate in internal meetings (e.g., development team, developer meetings). • Share information and collaborate to support departmental and corporate goals. • May be assigned responsibilities in support of by-law enforcement functions, such as preparing correspondence and site visits, as directed by the Chief Building Official.	• Timely and effective support provided to other departments. • Meeting participation and minute-taking completed accurately. • Information shared and collaboration contributes to team goals.
Public Relations/Customer Service	• Research and respond to inquiries from stakeholders regarding the Ontario Building Code, Municipal by-laws for interpretation and enforcement and ensure accuracy. • Liaise with the Chief Building Officer for issuance of permits or prepare refusal of permit documentation. • Provide effective, courteous customer service to staff and the public. • Respond to front counter and phone inquiries related to building, zoning, permits, fees, and servicing. • Receive and document complaints or service requests and ensure appropriate follow-up. • Respond to inquiries related to planning, Official Plan, zoning, and development processes.	• Inquiries answered accurately and in a timely manner. • Permit refusal documentation is coordinated effectively with CBO. • Customer interactions handled professionally and respectfully with inquiries addressed promptly and accurately. • Complaints documented and followed up appropriately.

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Other related duties as assigned.

Qualifications

Education:

- Post-Secondary Education in Building Sciences, Engineering or Architectural Technology, or completion of an Apprenticeship Program in the building trades field with system related experience.
- Completion of the Ministry of Municipal Affairs administered provincially mandated examination program, BCIN Building Code Certification Number would be considered an asset.
- Certification in the Ontario Building Officials Association or working towards.
- Possess a Valid Class G Ontario Driver's License

Experience:

- 5 years of work experience in building or construction industry, preferably in a municipal environment
- Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Fire Code, and applicable Municipal, Provincial and Federal laws
- Demonstrated work history that highlights teamwork and a positive attitude

Skills:

- Excellent verbal, written and interpersonal skills and the ability to deal effectively with key stakeholders - residents, architects, engineers, government agencies and contractors
- Ability to read and interpret construction drawings
- Excellent organization and time management skills
- Ability to exercise good judgment in decision-making
- Established computer skills and experience in using relevant software applications

Physical Effort & Working Conditions

- Required to travel to construction site locations

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- Safety equipment may be required depending on the work environment
- Hazards associated with the trade - i.e. noise, dust, fumes, uneven ground, ladders, etc.
- Will be required to work both indoors and outdoors
- Time spent on the computer using a mouse and keyboard
- Communication with a variety of stakeholders, using a variety of methods
- Considerable time spent sitting at a workstation
- Considerable time on a construction site walking on uneven ground
- Ability to climb ladders
- Ability to handle and prioritize changing workloads
- Ability to deal with stressful situations and customers

Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.