

## **BUILDING INSPECTOR (CASUAL - AS NEEDED BASIS)**

Planning and Development is seeking a casual Building Inspector for conducting inspections and ensuring compliance with the Ontario Building Code Act and its regulations, relevant municipal by-laws, and all other applicable legislation related to buildings, structures, on-site sewage systems, and property standards.

### **KEY DUTIES AND RESPONSIBILITIES**

- Conduct inspections to ensure compliance with the Ontario Building Code, municipal by-laws, and other applicable legislation.
- Maintain accurate inspection records, issue orders or notices for violations or non-compliance, and conduct follow-up inspections to verify corrective actions, initiating further enforcement where necessary.
- Receive and review permit applications, conducting initial reviews to determine completeness, project scope, and compliance with applicable regulations.
- Liaise with the public, designers, architects, engineers, and contractors to discuss and review building projects.
- Maintain professional knowledge through ongoing training, including courses, seminars, workshops, and independent study.

### **QUALIFICATIONS AND COMPETENCIES**

- The Candidate should possess:
  - Qualifications and registration with the Ministry of Municipal Affairs and Housing in one or more of the following categories:  
General/Legal Process; House and Small Buildings; Plumbing – House; HVAC-House; On-site Sewage Systems; and Building Structural;
  - and or Diploma in Engineering Technology, Architectural Technology, Building Inspection or related field.
- Minimum of two to five years of experience, preferably in a municipal environment with direct involvement in the application of the Ontario Building Code and relevant by-laws.
- Valid Class “G” Driver’s Licence in good standing and access to a reliable vehicle for use on corporate business throughout the Town.
- Working knowledge of the Building Code Act, the Ontario Building Code, and other applicable building legislation, regulations, by-laws, and inspection processes.
- Strong project management, planning, and organizational skills, with effective communication and interpersonal abilities, and a high level of professionalism, discretion, and confidentiality.
- Knowledge of the Occupational Health and Safety Act and safe work procedures.

Wage range is \$41.33 – \$48.35 per hour. Applicants must clearly demonstrate how they meet the requirements and qualifications of the position. Please submit a cover letter and resume in confidence, by **April 6, 2026 at 4:00pm**

Human Resources,  
Town of Gananoque, 30 King Street East,  
Gananoque Ontario, K7G 1E9  
Phone: 613-382-2149  
Email: [hr@gananoque.ca](mailto:hr@gananoque.ca)

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected and will only be used for the purpose of the candidate selection. The Town will provide accommodation for individuals with accessibility needs.