



PERMIT CLERK/JUNIOR INSPECTOR

Employment with the Building Inspection Services Board which offers an opportunity to make a difference in our communities. The Building Inspection Services Board covers the issuance of Building Permits and enforcement of the Ontario Building Code for the Town of Deseronto, Township of Madoc, Municipality of Marmora and Lake, Township of Stirling-Rawdon, Municipality of Tweed and Township of Tyendinaga.

We are seeking an individual full time, to join our team that will assist our communities with continuous improvement and is able to be forward-thinking while providing excellent customer service.

Position Details:

Under the direction of the Chief Building Official (CBO) in conjunction with the BISB Board, the Permit Clerk/Junior Inspector is to exercise powers and perform duties under the Building Code Act and to perform inspections for which qualified to complete. Must be able to act independent but also be a team player. You will assist the CBO with permit intake and plans review.

Qualifications:

Working towards your CBCO designation and be willing to maintain the certification as per the Provincial categories of qualifications. Must have legal and house qualifications from the Ministry and be willing to continue to obtain additional qualifications. Must have excellent computer skills along with good communication and public relations skills. Applicants that have certified technologist in an Architectural or Engineering discipline would be an asset.

- knowledge of the Building Code Act
- Knowledge of the Municipal Act and other regulations related to this position.
- Excellent organizational and time management skills
- knowledge and/or experience with Cloud Permitting system
- Knowledge of Microsoft Office
- May prepare inspection reports
- Maintain a logbook
- Valid Class "G" driver's license in good standing with a clean driver's abstract
- Must provide a vulnerable sector check satisfactory to the Employer
- Must be able to ensure the health and safety of the department and understand the occupational requirement to be able to navigate on uneven ground at construction sites during building inspections.
- Assist with other day to day activities as requested from the CBO.

The salary range for the position is \$29.34 to \$36.25 per hour.

To view the Job description [Employment - Township of Stirling-Rawdon](#)

Qualified applicants are invited to submit their covering letter and resume in confidence by 1:00 pm on July 25th, 2022 clearly marked "Permit Clerk/Junior Inspector" to the attention of the undersigned by mail or e-mail.

Roxanne Hearn, AMCT
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