



NOTICE OF VACANCY

The Corporation of the Town of Bracebridge
Development Services Department
Assistant Building Inspector or Building Inspector

Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking well qualified, dedicated, and enthusiastic and customer service focused applicants for:

Assistant Building Inspector or Building Inspector

Reporting to Chief Building Official, the successful applicant will perform the duties of an Inspector pursuant to the Building Code Act and Regulations, as amended; conduct inspections of buildings which are undergoing construction, alteration or demolition; check building plans and blueprints to establish compliance with the Building Code and Zoning By-Laws; provide general enforcement of the Town's Zoning and Property Standards By-laws; prepare documents, records, information and issue Certificates of Offence Notices under the Provincial Offences Act when required; maintain records of all inspections; respond to enquiries; undertake research and prepare reports on building-related matters; and perform other related duties as required.

Candidates must have good computer skills and be capable of utilizing the MS Office suite of products, Internet search engines; database programs; and other related computer applications; a strong work ethic with the ability to work independently; excellent verbal and written communication skills; strong interpersonal, organizational, analytical, problem-solving, research, and time management skills; the ability to think and act strategically in a sensitive community service environment; and the ability to deal with customers, owners, developers, builders, elected officials, staff and other departmental or corporate contacts in a courteous and efficient manner.

The successful applicant must be able to handle strict deadlines; possess a Class "G" Drivers license; provide a clean drivers abstract; and have a reliable vehicle available for use on corporate business.

Applicants must have a minimum of an Ontario Secondary School Graduation Diploma and must be certified by the Ministry of Municipal Affairs and Housing in General Legal/Process and House 2006. A minimum of two years of building construction experience is also required.

Candidates with more senior qualifications such as community college diploma in Architectural or Construction Technology and advanced training under Bill 124 are also invited to apply as the Town offers a competitive salary which is commensurate with candidate qualifications. This is a Union position.

Please submit your application (including covering letter and resume) by July 9, 2010 to:

Town of Bracebridge
Administration and Finance Department
1000 Taylor Court
Bracebridge, Ontario P1L 1R6
Attention: Human Resources
File Reference: 2010-O-001
E-Mail: humanresources@bracebridge.ca

We thank all who apply, however, only those candidates selected for an interview will be contacted. All personal information is collected under the authority of the Municipal Act. The Town of Bracebridge is an Equal Opportunity Employer.