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## **Township of South Frontenac Job Description**

**Title:** Building Inspector  
**Department:** Development Services Department  
**Report to Title:** Deputy Chief Building Official

### **Summary:**

Under the direction of the Chief Building Official or the Deputy Chief Building Official, the building inspector responsibilities are as defined in the Ontario Building Code Act and Township By-laws including plans review, issuance of building permits and completing inspections for onsite sewage systems and/or for new dwellings, alterations, additions, renovations, demolitions, accessory buildings, and swimming pools in accordance with provincial legislation and local By-laws.

### **Duties & Responsibilities:**

- Review of permit application submission including plans and specifications for compliance with all requirements as established within the Ontario Building Code.
- Schedule and perform statutory inspections and any required enforcement functions to ensure construction project complies with approved building plans, the Ontario Building Code and any related By-laws.
- Provide technical guidance and interpretation when required on matters of non-compliance.
- Respond to public enquiries at the counter, by telephone and correspondence related to building, sewage systems, plumbing, heating, fencing, signs, pool enclosures and by-laws as assigned.
- Build relationships with customers through clarification of complex technical details, by attempting to break down the technical details into simpler, more understandable language and providing how it relates to the project.
- Undertake in-office administrative procedures in support of assigned building files, inspection reports, and enforcement duties by maintaining accurate records of all transactions and by carefully documenting all occurrences and maintains property files.

- Update inspection status information on computerized permit database in accordance with Building Services Department procedures.
- Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations.
- Performs any other related duty as assigned by supervisor.
- Practice and promote good customer service.

### **Supervision:**

- Works under the general supervision of the Deputy Chief Building Official and is subject to guidance and direction from the Chief Building Official.

### **Qualifications:**

- The following minimum categories of qualifications are required or the willingness to obtain:
  - Onsite Sewage Systems
  - House
  - Plumbing – House
  - HVAC – House
  - Legal Process for Building Officials and Designers
- Post-Secondary education in the form of a community college diploma (2 or 3 years) focused on engineering, architecture or a related field, or equivalent combination of education and experience will be considered.
- Must possess a valid driver's license and maintain a clean driver's abstract.
- Direct experience in a municipal setting and formal education and/or training in the building trades would be an asset.
- Working knowledge of legislation, regulations, policies, and procedures that impact planning, and building inspection related matters.
- Excellent verbal and written communication skills, professionalism and tact when dealing with the public.
- Excellent customer service skills
- Demonstrated ability to be a team player and establish effective working relationships with other employees, contractors, and the general public.
- Capacity to operate or quickly learn relevant computer software.
- Knowledge of and experience using CityView software is considered an asset.

### **Work Environment:**

- Physical activities such as standing, climbing stairs, walking on uneven surfaces.
- Use of ladders and working at heights.
- Frequent contact with the public, elected officials, and other levels of government.
- Conducting site visits during all weather conditions.

- May involve adapting to definite yet adjustable deadlines and unexpected interruptions throughout a scheduled workday.
- May involves managing stressful situations and resolving conflict in a professional manner.

**Other:**

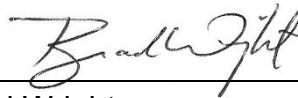
- This is a full-time position, based on a 40-hour work week, in accordance with the Collective Agreement with CUPE 4336
- Compensation and benefits are in accordance with the Collective Agreement

Approved:



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Louise Fragnito  
Chief Administrative Officer



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Brad Wright  
Director of Development Services

Date Approved: March 24, 2025