



The Municipality of Trent Hills
Invites Applications for the Position of
Building Inspector/By-Law Enforcement Officer

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

The Building Inspector/By-Law Enforcement Officer, under the direction of the Chief Building Official, works with the public, contractors, developers, and other stakeholders in the enforcement of the Ontario Building Code, Municipal By-Laws and Provincial Acts and Regulations. The position is responsible for issuing building permits, by-law permits, conducting building inspections, zoning/plans review and issuing orders.

This position is also required to respond to complaints, conduct investigations, issue offence notices under the Provincial Offences Act, prepare related evidence for court, and participate in judicial hearings and court proceedings.

Preference will be given to candidates who possess a three-year post-secondary education in a related field and have a minimum of 3 years' experience in the public/private sector with building inspections and/or by-law enforcement. At a minimum, the candidate is required to have successfully passed the C.B.O. Legal and House examinations. The candidate must also have a valid Class G driver's license.

The starting pay rate for this vacant unionized position is \$32.20 per hour. After successfully passing the 6-month probation period, the rate of pay for this position increases to \$37.27 per hour. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan. The regular work week for this position is 40 hours per week.

Work Location: 66 Front Street South, Campbellford, Ontario

Resumes will be received until **2:00 p.m. on Tuesday, January 20, 2026**. Please send resumes marked "Building Inspector/By-Law Enforcement Officer – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Building Inspector/By-Law Enforcement Officer
Department: Planning and Development
Division: Building/By-Law
Reports to: Chief Building Official
Union Affiliate

Position Summary:

The Building Inspector/By-Law Enforcement Officer, under the direction of the Chief Building Official, works with the public, contractors, developers, and other stakeholders in the enforcement of the Ontario Building Code, Municipal By-Laws and Provincial Acts and Regulations. The position is responsible for issuing building permits, by-law permits, conducting building inspections, zoning/plans review and issuing orders.

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Duties and Key Responsibilities:

- Investigate inquiries and complaints and conduct pro-active patrols regarding all Municipal By-Laws and regulations, including but not limited to parking, lot maintenance, property standards, animal control, drainage, signs, and ensures that appropriate action is taken to resolve the matter(s) or enforce compliance.
- Enforce the Ontario Building Code and Act with respect to Property Standards and Building Code enforcement and any other legislation be it Provincial or Municipal, pertaining to specific enforcement criteria (Property Standards By-law, Comprehensive Zoning By-Law, Planning Act, Fire Protection and Prevention Act, Building Code and Act, Liquor Licensing Act, etc.).
- Exercise powers and perform duties under the Building Code and Act in connection with reviewing plans, inspecting construction, conducting maintenance inspections and issuing orders.
- Exercise powers and perform duties in an independent manner and in accordance with the standards established by the applicable code of conduct.
- Prepare daily detailed diary of activities, investigations, complaints and contacts.

- Review by-laws; recommend and prepare amendments and updates when directed.
- Prepare detailed court briefs and collect evidence for use in court; assist Municipal Prosecutor with court evidence as required. Attend court and act as an expert witness when required.
- Initiate litigation for enforcement and collection of fines. Present and provide advice/guidance on strategies and new or pending legislation and regulatory guidelines.
- Assist with developing education programs to promote building safety and educate the public.
- Prepare and issue correspondence and maintains accurate records and up-to-date information. Under direction of the Chief Building Official, is responsible for the service area's file management system, process, and security.
- Assist in the establishment of departmental goals, objectives, plans, policies and budgets. Develop, recommend and administer procedures, programs, systems and standards.
- Keep informed on relevant matters including legislation, regulations, practices, procedures, developments, trends, attends seminars, workshops, conferences and courses as required.
- Use service area equipment and fleet in a responsible fashion. Report fleet issues to the Manager.
- Maintain effective and co-operative liaison, and exchange information, with staff, municipalities, government agencies, other agencies, members of the public, etc. Respond to all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
- May require participation in rotating schedule, including nights, evenings, weekends, overtime, and statutory holidays.
- Perform other duties including but limited to special projects as may be assigned in accordance with corporate objectives.

Position Qualifications:

- Three-year post-secondary diploma from a Technologist program in Architectural, Civil, Mechanical, Fire Protection, Construction Technologist or equivalent, or a two-year post-secondary diploma from a Municipal Law Enforcement, Police Foundations, Law Clerk program or equivalent.
- Must possess a registered BCIN with Ministry of Municipal Affairs and Housing.
- Member in good standing with Ontario Property Standards Association and/or Municipal Law Enforcement Officers' Association.

- Eligible to enroll into the Ontario Building Official Association three-year Internship.
- Eligible to attain the standing of a Certified Building Code Official (CBCO) within the Ontario Building Officials Association.
- Eligible to enroll into the Ontario Association of Property Standards Officer two-year certification program.
- Provincial Offences Officer designation preferred.
- Municipal Law Enforcement Certificate.
- Minimum 3 years' experience in the public/private sector with building inspections and/or by-law enforcement, with preference given to municipal experience.
- Completion of the Building Code Identification Number through the Ministry of Municipal Affairs and Housing – required C.B.O. Legal and House (minimum).
- Demonstrated proficiency with computer software including Microsoft Office, iCompass, GIS, MTO online electronic data transfer system.
- Knowledgeable understanding of but not limited to Municipal By-laws, Provincial Offences Act, Ontario Building Code and Act, Planning Act, and the Ontario Fire Code.
- Previous experience in court litigation proceeding, preparation and the giving of evidence or testifying as expert either as a Building Inspector or as a By-Law Enforcement Officer at hearings, tribunals, commissions, or court of law.
- Knowledge of the Occupational Health and Safety Act.
- Valid Class G Driver's License and a clean driver's abstract.
- Valid and satisfactory Criminal Record Check.

Key Performance Competencies:

- Strong written and verbal communications skills and proven ability to effectively interact with all levels of management and staff, elected officials and members of the public.
- Demonstrated organizational and time management skills as well as the ability to effectively multi-task.
- In depth knowledge of the construction and development industry.
- Knowledge of construction techniques with an ability to review and interpret plans and technical specifications.
- Extensive experience conducting inspections of all types of new and existing buildings along with a broad range of classification types.
- Must be able to work independently and have proven ability to work effectively in a team environment.
- Must be able to consistently meet strict deadlines with strong attention to detail and consistently high level of accuracy.

- Strong customer service orientation.
- Professional, confident manner, committed to dispute resolution.
- Ability to work with sensitive/confidential issues and good working knowledge of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Requires manual dexterity to operate computer and other office equipment.

Working Conditions:

Environment/Psychological Demands

- Work is conducted in an office environment with questions, inquiries, and criticisms from the public.
- Ability to work in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, heights, confined spaces, and dust.
- Required to juggle priorities, verbally communicate to exchange information; deal with constant interruptions and changing demands during the course of the working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional, and positive demeanor.

Physical

- Requirement for sufficient physical ability and mobility to work in a office setting and in a field environment.
- Stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, etc.; walk on uneven terrain, loose soil, and sloped surfaces.
- Lift, carry, push and/or pull light to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Operate vehicles and equipment to travel to many locations.

Acknowledgement

Employee Signature: _____

Date: _____