



# KIRKLAND LAKE

THE RIGHT ENVIRONMENT

Corporation of the Town of Kirkland Lake

## Physical Services Department

Requires a

### **PROPERTY STANDARDS OFFICER / BUILDING INSPECTOR**

6-month Contract (with possibility of a further 6-month extension) / Non-Union

**THE SUCCESSFUL APPLICANT WILL BE UNDER THE DIRECTION OF THE CHIEF BUILDING OFFICIAL.**

#### **Position Overview:**

- Administer and enforce the Municipal Property Standards by-laws;
- Examine building plans and inspect construction to ensure conformity with Acts, Codes, regulations and other applicable laws;
- Inspect Town-owned buildings;
- Research, review and respond to inquiries/complaints/inspection requests and prepare, issue appropriate field reports, orders and gather required evidence;
- Maintain accurate and detailed records of inquiries, complaints and inspections;
- Prepares court documents in defense of actions and orders.
- **Hours of Work:** 35 hours per week
- **Compensation:** \$27.74 to \$33.32 per hour (to commensurate with experience)

#### **Minimum Qualifications:**

- Community College diploma in a related discipline (Architecture, Construction or Civil);
- Successful completion or ability to acquire the examination program administered by the Ministry of Municipal Affairs and Housing in the area of House and/or Small Buildings, Plumbing House and/or all buildings. HVAC and/or building services and legal course is an asset;
- A minimum of 2 years municipal or related experience is an asset;
- Must have a valid Ontario driver's license;
- Must clear Vulnerable Sector Check.

The successful applicant will have demonstrated knowledge in municipal operations, computer skills, working with Acts, Codes, By-Laws and procedural manuals, possess excellent communication, safety and interpersonal skills to deal effectively with the public, senior management, and staff.

Qualified applicants are invited to submit their résumé (complete with references and covering letter) in confidence by **Friday, December 15, 2017 – 4:00 p.m.**

Human Resources Coordinator  
Town of Kirkland Lake  
P.O. Box 1757  
Kirkland Lake, ON P2N 3P4  
[jobs@tkl.ca](mailto:jobs@tkl.ca)  
Fax 705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of candidate selection.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
ACCOMMODATIONS FOR JOB APPLICANTS WITH DISABILITIES ARE AVAILABLE UPON REQUEST**