



The Corporation of the Town of Greater Napanee

Invites applications for the position of Building-Plumbing Inspector/Property Standards Officer

The Corporation of the Town of Greater Napanee is an urban/rural municipality with a population of approximately 15,000 located on the north shore of Lake Ontario and includes frontage on Hay Bay, the Napanee River and Salmon River. With access on Highway 401, the community is halfway between Toronto and Montreal.

Reporting to the Director of Development Services, the successful candidate will examine drawings for compliance with municipal and provincial regulations, issue building permits, conduct inspections, investigate complaints and assist the public and contractors in a professional and courteous manner. The position is also responsible for the enforcement of the municipality's Property Standards By-law as it relates to dwelling and building safety.

Qualifications:

Must have:

- Valid "G" Driver's Licence for the Province of Ontario
- Thorough knowledge of the Building Code Act, Ontario Building Code, Planning Act, and other applicable law
- Excellent interpersonal, customer service and communication skills

Must be able to successfully complete the examination program administered or authorized by the Ministry of Municipal Affairs and Housing in the areas as described in Table 3.5.2.1 Division C Part 3 OBC within a six month probation period.

Excellent knowledge of Cityview software applications, Microsoft Office and reading site plans would be an asset.

Salary will be commensurate with qualifications and experience. The Town offers a comprehensive benefit package and access to a municipal vehicle.

Interested applicants are requested to forward a detailed resume and cover letter marked Confidential File #04-2012 by February 15, 2012 to:

Raymond D. Callery, Chief Administrative Officer
124 John St., P.O. Box 97
Napanee, ON K7R 3L4

Or by email hr@greaternapanee.com.