

Title: Building and Municipal Law Department Assistant

2025 Salary Range – 50,000 – 65,000

Benefits/Pension – Health Plan/Omers

Reporting Relationship: Chief Building Official and Chief Administrative Officer/Clerk

Scope of Position

- Enforcement and Inspections of individual properties and situations as it relates to Municipal By-laws
- Inspection of all buildings ensuring compliance with the Ontario Building Code
- Providing advice and direction to the public regarding the building permit and By-law enforcement process.
- Ensuring all forms used and submitted to the Municipality are filled in correctly and completely
- Ensuring all departments affected by any application or concern expressed are notified appropriately.

The individual shall use their expertise to work with the public to ensure adherence to Municipal By-laws and the Ontario Building Code.

RESPONSIBILITIES

- In accordance with Municipal requirements, manage the provisions of the Property Standards By-law as they apply to the use and occupancy of any building or piece of land
- Ensure that all Municipal By-laws are enforced at the direction of the Municipality
- Perform duties of Provincial Offences Officer for the purposes of legal action or By-law enforcement.
- Prepare public notices to educate the public on existence, content, and intent of By-laws as well as the Municipality's policy regarding action against violation
- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations thereunder of the Ontario Building Code, and all other laws as they apply to buildings and structures
- Process property, zoning, and work order requests
- Review and inform the public of additional information on incomplete forms submitted to the Municipality in relation to Building Permits or By-law Concern forms
- Conduct site inspections as required
- Produce and maintain any forms, records, reports and correspondence as required
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).
- Perform other duties, as assigned

Minimum Qualifications:

Education, Experience and Skills

- Post-Secondary education or practical experience in a related field such as construction, law enforcement, or building design is preferred.
- Must have knowledge of or the ability to obtain the knowledge in the following areas:
 - Municipal By-laws, enforcement processes, Provincial Offences Act and court proceedings
 - Property Standards By-law
 - Ontario Building Code
 - Fire Code
 - Official Plan Policies
 - Zoning By-laws
 - Applicable Federal and Provincial laws and regulations related to planning, development, building and By-law enforcement
- To have or the ability to obtain a Building Code Identification Number
- Have or the ability to obtain qualification and registration as per the Ontario Building Code in the following categories within 1 year of the date of hire
 - legal
 - house
 - plumbing house
- Working towards or designation as Building Code Qualified or Certified Building Code Official
- Must demonstrate the following skills:
 - Strong organizational and communication skills
 - Strong commitment to on-going learning and training
 - Demonstrated ability to deal with the public
 - Strong analytical abilities
 - Comfortable using a computer and automation tools
 - Work independently, using initiative, and good judgement
 - Flexible, adaptable, and possess superior customer services skills
 - Act professionally in providing services to the public and as a representative of the Municipality.
 - Maintain discretion and confidentiality of all information is critical
- Satisfactory Police Criminal Check
- Valid Class "G" Driver's License and a Driver's Abstract satisfactory to the Employer

Municipality of Central Manitoulin

Job Description: Building Department & Municipal Law Department Assistant

Knowledge:

- Problem solving and quick thinking.
- Time management skills.
- Good written and verbal communication skills.
- Attention to detail and conscientiousness.
- Very good physical condition and strength.
- Willing to learn and be available for furthering skills training and education.
- Understanding of health and safety culture.

Working Conditions

- This position is primarily based at the Municipal Office, 6020 Hwy 542, Mindemoya, Ontario
- Travel is required and some work will be performed outdoors
- Ability to work in inclement weather while enforcing Municipal By-laws and conducting building inspections
- The position is based on a 35-hour work week
- Normal office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, however, there may be a requirement to work outside normal business hours

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Municipality of Central Manitoulin reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

How to Apply:

Qualified applicants are invited to submit a cover letter and a detailed resume of education and experience by **12:00 noon, December 3, 2025**. The Municipality may begin the process of reviewing and selecting applicants for an interview at any time during this recruitment period.

In Person or by Mail:

Building Inspector/MLEO Assistant Opportunity

The Municipality of Central Manitoulin
6020 Hwy 542, PO Box 420
Mindemoya, Ontario
P0P 1S0By

Email:

Building Inspector/MLEO Assistant Opportunity

To the attention of: Denise Deforge, CAO/Clerk, ddeforge@centralmanitoulin.ca

We thank all who apply for this position; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.