



TOWN OF PRESCOTT
Employment Opportunity
By-Law Enforcement Officer & Intern Building Official

We invite you to become a part of our vibrant municipal team in Prescott, with convenient access to Ottawa, Montreal, and Toronto. This position will be responsible by-law enforcement with the opportunity to develop into a Building Official at the Town of Prescott.

Competition #: 03-2025

Type: Full-Time, Permanent – Non-Union

Reports To: Prescott – Manager of Building and By-Law

Hours: 35 hours per week; flexible schedule with a requirement to work outside normal business hours

Rate of Pay: \$26.89 – \$30.26 per hour

Benefits/Pension: Available

Start Date: June 2025

This position shall be responsible for, but not limited to:

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



A detailed job description for this position can be accessed at www.prescott.ca. Please email your detailed resume and covering letter, in confidence, by the closing date to hr@prescott.ca. Please indicate competition number **03-2025** in the subject heading.

Closing date: Thursday, May 29th, 2025, at 4:00 p.m.

We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.