



TOWN OF PRESCOTT
Employment Opportunity
By-Law Officer/Building Official

The By-Law Officer / Building Official is responsible for enforcing municipal by-laws and the Ontario Building Code, conducting property and building inspections, investigating complaints, and processing building permit applications. Reporting to the Manager of Building and By-Law/Chief Building Official, the role also involves maintaining accurate records, supporting legal enforcement processes, and ensuring compliance with applicable municipal and provincial legislation. The ideal candidate has experience in by-law enforcement or building inspection, strong customer service and communication skills, Ontario Building Code qualifications, and the ability to work independently both in the office and in the field, including outside regular business hours.

This is a full-time non-union position with the hourly rate range of \$40.45- \$45.53 with participation in the OMERS pension plan and benefits package. This position is filling a vacancy within the Town of Prescott and may need some evening and weekend work from time to time.

To apply to become part of our team, please submit your resume and cover letter by 4:30 p.m. on Tuesday, August 18th, 2026 to Human Resources by email at hr@prescott.ca.

Posting Number: 05-2026

A general position description follows below.

Closing date: Tuesday, August 18th, 2026, at 4:30 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.

TOWN OF PRESCOTT
By-Law Officer / Building Official
Job Description

Position: By-Law Officer / Building Official

Last Revised: July 2026

Reports To: Manager of Building and Bylaw/Chief Building Official

Type: Full Time (Non-Union)

Position Summary

The By-Law Officer / Building Official is a highly visible position at the Town of Prescott. Reporting to the Manager of Building and By-Law. This position will be responsible for:

- 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 buildings ensuring compliance with the Ontario Building Code

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

Key Duties, Responsibilities and Expectations

- 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 corporation's policy regarding action against violation

- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations thereunder of the 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 or incomplete forms submitted to the Municipality in relation to Building Permits or By-law Concern forms
- Produce and maintain any forms, records, reports and correspondence as required
- Perform other duties, as assigned
- 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).

Education, Experience & Skills

- Relevant post-secondary education in construction, law enforcement, building design, or related field
- A minimum of three years' of practical experience in bylaw enforcement, building inspection, or related field
- Must have knowledge of or the ability to obtain the knowledge in the following areas of applicable Municipal and Provincial Legislation:
 - Municipal By-laws, enforcement processes, Provincial Offences Act and court proceedings
 - Property Standards By-law
 - Ontario Building Code
 - Fire Code
 - Official Plans
 - Zoning By-laws
 - Source Water Protection Plans
 - Applicable Federal and Provincial laws and regulations related to planning, development, building and by-law enforcement
- Have a Building Code Identification Number
- Have qualification and registration as per the Ontario Building Code at a

minimum in the following categories

- legal
- house
- plumbing house
- hvac house
- Working towards or designation of 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 and de-escalation of customers
 - 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

Working Conditions and Environment

- This position is primarily based at the Prescott Municipal Building at 360 Dibble Street West, Prescott, Ontario
- Ability to work in inclement weather while enforcing municipal by-law and conducting building inspections outside of normal working hours
- 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 is a requirement to work outside normal business hours