



JOB POSTING: BUILD 26-01

Building Inspector / Project Coordinator Building Services

Job Type: Full-Time, Permanent, Non-Union

Work Hours: 36.25 hours/week

Pay Band: 10 | \$36.23 – \$41.40 / hour

Date Posted: September 10, 2026

Job Summary

Reporting to the Director of Planning / Chief Building Official, the Building Inspector / Project Coordinator conducts building inspections, reviews permit applications within their qualifications, and supports the administration and enforcement of the Ontario Building Code. The incumbent also maintains municipal asset information, coordinates assigned capital projects, assists departments in preparing Requests for Quotes (RFQs) and calls for bids, and provides technical and regulatory support to residents, contractors, municipal staff and, where authorized, neighbouring municipalities.

Qualifications

- Post-secondary education in building technology, architectural technology, engineering technology, construction, project management or a related field, or an equivalent combination of education, training and experience.
- Possess registered Building Inspector qualifications, or the ability to obtain.
- Experience in building construction, plans review, inspection, project coordination, asset management, capital planning or public procurement, is an asset.
- Ability to interpret technical drawings, legislation, codes, specifications and contracts, and to prepare clear reports and records.
- Strong organizational, communication, problem-solving, documentation and customer service skills; ability to communicate effectively in English and French.
- Valid Ontario Class G driver's licence with an acceptable driving record and ability to travel locally.

Working Conditions

- Work is performed in municipal offices, construction sites, municipal facilities, businesses and outdoor environments.
- Inspections and projects may involve ladders, stairs, unfinished construction, difficult-to-access areas, uneven surfaces, dust, noise, odors, weather and other construction-related hazards; personal protective equipment is required where applicable.



- Regular local travel is required, with occasional travel to neighbouring municipalities and occasional evening or irregular work for project meetings, emergency inspections or operational needs.

Benefits and Pension Plan

In addition to a stable municipal work environment, this position offers access to a comprehensive employee benefits package upon successful completion of the probationary period. Employees are also enrolled in the OMERS pension plan as of their start date, supporting long-term financial security from day one.

A detailed job description is available on the Town of Hearst website, www.hearst.ca.

Questions regarding the roles and responsibilities of this position can be directed to:

Kory Hautcoeur
Director of Planning/
Chief Building Official

Email: khautcoeur@hearst.ca
Town of Hearst

Interested candidates may submit a cover letter and resume by **4:00 p.m. October 7, 2026**, using the subject line **“(your name) – BUILD 26-01”**, to the following address:

Jean-Michel Vachon
Director of Human Resources

Email: hr@hearst.ca
Town of Hearst

The Corporation of the Town of Hearst is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available upon request for candidates participating in all aspects of the recruitment process. Personal information collected during the recruitment process is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for employment recruitment purposes. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

