

POSITION TITLE

BUILDING INSPECTOR

DEPARTMENT

**PLANNING & DEVELOPMENT
(BUILDING DIVISION)**

SUMMARY OF DUTIES

Examine plans and specifications as well as inspect at specific stages for the construction, alteration, renovation and demolition of all classifications of building to enforce compliance with the Ontario Building Code and Regulations and relevant Municipal By-laws for the purpose of permit issuance. Investigate building code complaints and issue building orders where necessary.

To enforce the various regulatory bylaws of the Municipality, statutes including, Property Standards By-laws to ensure the safety and health of the public by maintaining acceptable standards.

SUPERVISED BY

Manager of Building Services, Chief Building Official

EDUCATION

College Diploma (three (3) year) in civil, construction engineering, architectural technology or related discipline and maintain current Class G driver license.

EXPERIENCE

Three (3) years' experience in building construction acceptable to the corporation.

MAJOR RESPONSIBILITIES (The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements)

Program/Services

- Examine plans and specifications as well as inspect at all stages the construction of all classification ions of buildings (eg. residential, commercial, industrial, etc.) to enforce compliance with the Ontario Building Code and Regulations, to ensure public life safety, structural and environmental health of buildings and to recommend issuance of permits.
- Evaluate equivalent materials or alternative measures to achieve compliance with the applied design specifications.
- Review and receive plans, specifications and other related documents and take applications for permits. Answer inquiries, explain building regulations and give guidance respecting construction of buildings.
- Investigate damage (eg. sewage backups, grow operations, fire etc.) for non-

compliance and/or unsafe conditions to determine the appropriate remedial action in accordance with provincial legislation.

- Review the condition of structures and conditions to determine the safety of others attending, such as persons invited who may have special or expert knowledge as regulated under the Building Code Act.
- Enforce compliance with Municipal By-laws as well as applicable authorities (eg. Ministry of Transportation of Ontario (MTO)).
- Negotiate and facilitate resolution of conflicting interests between departments and outside agencies (eg. MTO, etc.), contractors, designers and property owners, as necessary
- Issue Orders, or recommend issuance of orders, respecting contraventions of the Building Code and Regulations, Municipal By-laws, etc., to include investigating and reporting on complaints.
- Check on corrective action and take necessary steps to ensure compliance, including recommending legal action and appearing in Court to provide expert evidence on any prosecutions that have resulted from non-compliance of the Order
- Maintain accurate and up-to-date records of inspections and evidence. Prepare necessary records, reports and legal briefs for prosecutions.
- Calculation of permits fees, rei-inspection fees, development charges, verification that all fees have been paid prior to the issuance of a permit, release of securities and deposits.
- Prepare reports for approval providing technical advice and recommendations
- To recommend to the Supervisor appropriate orders or laying of charges as required for compliance with the by-law violations.
- To enforce the Maintenance and Occupancy Standards By-law, upon receiving a written complaint including inspections, preparation of letters, notices and orders and conducting follow up re-inspections to ensure compliance.
- To assist in the preparation of and give evidence with respect to prosecutions and hearings.
- To promote good public relations and to provide information to the public with respect to various policies of the City.
- To perform other related duties.

2. Human Resources

Not required to supervise or direct work of others. Occasionally explain, work procedures, methods and Building Code Act to new or inexperienced employees.

3. Financial Resources

Not responsible for preparation of budget or acquisition of funds.

4. Material Resources

Carries out work assignments using personal computer, printer, photocopier and variety of office equipment. Responsible for safe operation of City owned vehicle.

SKILL AND EFFORT

5. Knowledge

Hold and maintain qualifications to be a building inspector as required by the Ontario Building Code Act and Ontario Building Code Regulations in the following categories:

- General/Legal/Process
- House
- Small Buildings
- Large Buildings
- Complex Buildings and
- Building Structural
- Membership in the Ontario Association of Certified Engineering Technologists and Technicians or the Association of Architectural Technologists of Ontario.
- Hold and maintain the designation of Certified Building Code Official as granted by the Ontario Building Officials Association.
- A CET designation as granted by OACETI or a MAATO as granted by AATO is considered to be an asset.
- Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding all types of construction as well as a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction.
- The ability to read and comprehend detailed construction drawings and site plans
- Knowledge of all City By-laws and relevant legislation, such as the Property Standards By-law, Building Code Act, Weed Control Act, Municipal Act, Zoning and other City regulatory by-laws.
- Knowledge of safety procedures.
- Communication skills to advise the public of violations, providing assistance and direction.
- Good organizational and time management skills to prioritize workload.
- Knowledge of Court Room decorum and procedures.

6. Physical Skill and Effort

Manual dexterity to operate computer keyboard and office equipment.

Frequent mental and visual concentration required to review plans and consult the Building Code Act and Regulations.

Ability to meet strict deadlines and to complete assigned work with constant interruptions.

Ability to drive a city vehicle, walk, sit, stand, climb, clamber rough terrain, ladders and crawl.

7. Decision Making and Judgement

- Work is performed under the general supervision of the Manager of Building Services, Chief Building Official or his/her designate.
- Strong problem solving and decision making skills and the ability to function effectively with minimal supervision.
- The ability to read and comprehend detailed construction drawings and site plans.
- Discuss potentially controversial or sensitive situations with supervisors to determine best action and prevent escalation of an event
- Work is checked periodically.

Judgement is exercised in:

- Ensuring that all by-laws are enforced precisely and fairly.
- Ensuring that decisions regarding violations can be fully supported and deciding when supervisor should be contacted to provide for direction or guidance.
- Ensuring the accuracy of Orders, letters of compliance and summonses.
- Utilizing appropriate resources within the municipality regarding interpretation of City bylaws and codes and recommending to supervisor potential legal action in situations of non-compliance.
- Frequently interpreting and assimilating the very complex components of on-site construction and applicable legislation.
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8. Interpersonal Skills/Contacts

Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders.

Internal:

With supervisor and workers in all departments to exchange and obtain information, provide direction and professional advice.

External:

With general public, developers, consultants, builders and contractors to ensure they are complying with the various codes and standards.

Explain complex procedures of the Building Code Act, in a courteous and tactful manner to achieve the desired results.

WORKING CONDITIONS

9. Environment

Exposed to adverse weather conditions.

Exposed to abusive language and threatening behavior of public in emotionally charged situations.

Encounters hazardous conditions within unsafe buildings.

Works both inside and outside under various conditions.

Uses the Work Alone Program to ensure inspector/officer safety.

10. Control Over Work Schedule

Normally not required to work in excess of office hours except when volume of work dictates.

Work is dictated by deadlines imposed under the Building Code Act for issuance of permits, inspections etc.

In agreement with the duties and responsibilities of this position.

Education and experience are determined by the Corporation.

Agreed to: Department Head _____

Supervisor _____

Employee _____

Approved: Chief Administrative Officer _____

Dated: _____