



# **Building Inspector**

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## **Job Information**

Title:	Building Inspector
Department:	Building Department
Supervisor:	Chief Building Official
Rate of Pay:	Per Staff Salary Grid
Hours of Work:	35 hours per Week

## **Job Summary**

Under the direction of the Chief Building Official and the Zoning & Planning Officer, the successful candidate will perform the responsibilities of a Building Inspector as defined in the Ontario Building Code Act and Regulations and Town by-laws. This includes but is not limited to carrying out inspections and enforcing occupancy standards for new dwellings, alterations, additions, renovations, and demolitions in accordance with provincial legislation and local by-laws.

## **Essential Duties and Responsibilities**

The **Building Inspector** is responsible for the enforcement of occupancy standards for new dwellings, alterations, additions, renovations, and demolitions in accordance with provincial legislation and local by-laws.

1. Performs statutory inspection and enforcement functions under the Ontario Building Code by:
  - a. Conducting physical inspections of buildings;
  - b. Processing permit applications;
  - c. Receiving and reviewing applications;
  - d. Conducting regular ongoing inspections to ensure that the building plans and the construction project complies with Ontario Building Codes and by-laws;
  - e. Providing technical guidance and interpretation when required.
2. Reviews site plan drawings and proposals to ensure compliance with the Town's Zoning By-law.
3. Responds to public inquiries by telephone and correspondence related to building plumbing, heating, signs, pool enclosures and by-laws.
4. Undertakes administrative procedures in support of inspection and enforcement duties by maintaining accurate records of all transactions and by carefully documenting all occurrences, and maintains property files.
5. Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations.
6. Performs any other related duties as assigned by supervisor.

## **Required Education / Work Experience**

1. Minimum of a two-year post-secondary Degree and/or Diploma in Architecture, Architectural Technology or Engineering Technology, or equivalent.
2. Minimum of two years of Ontario Building Code inspection/plans examination experience; or related work experience.
3. Requires extensive knowledge of the Ontario Building Code Act and Regulations, Property Standard By-Law and applicable Federal and Provincial Laws.
4. Certified Building Code Official with the Ontario Building Officials Association is an asset.
5. Successfully completed the Ministry of Municipal Affairs and Housing courses: General Legal/Process for Inspectors; House; HVAC – House; House – Plumbing; Small Buildings; Large Buildings; Complex Buildings; Plumbing – All Buildings; Building Services; Building Structural; Detection, Lighting and Power.
6. Experience in a rapidly growing municipality in which the overall volume of work and complexity of projects is evolving.
7. Experience administering and interpreting municipal zoning by-laws and Official Plan.

**Performs any other related duties as assigned by supervisor.**



## Required Skills and Abilities / Work Demands

1. Excellent communication (written, oral and interpersonal), analytical, problem-solving, organizations, public relations, customer service and time management skills.
2. Thorough working knowledge of Microsoft Windows and Office applications.
3. Ability to physically perform on-site building inspections.
4. Valid Class G Driver's Licence in good standing.
5. Thorough working knowledge of applicable Acts/Regulations/Standards/Legislation; i.e., Occupational Health & Safety Act and Ontario Building Code Act; ability to interpret detailed blueprints/drawings and specifications.

### 1. **Work Environment:**

- a. Work requires physical activities such as standing, climbing stairs, walking on uneven surfaces.
- b. Work involves use of ladders and working at heights.
- c. Work involves frequent contact with the public, elected officials and other levels of government.
- d. A typical work day involves conducting site visits during all weather conditions.
- e. A typical workday may involve adhering to definite but adjustable deadlines and frequent but not constant interruptions.

### 2. **Control over Work Schedule**

- a. Work schedule is subject to shifting priorities of Council and deadlines imposed by municipal policy, typically Monday to Friday, 8:30 am to 4:30 pm (September to May) 8:00 am to 4:00 pm (June, July and August). The Building Inspector will occasionally be required to work evenings and/or weekends depending on the organizational needs to maintain service levels.
- b. Travel outside of the Community is occasionally required for the advancement of Municipal business and/or workshops and conferences.

## Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.