

BUILDING INSPECTOR

Job Description:

POSITION SUMMARY: Under the direct supervision of the Chief Building Official, carries out the duties related to the application and enforcement of the Ontario Building Code in the role of an inspector as required under the Building Code Act.

MAJOR RESPONSIBILITIES:

- Performs on-site inspections of all building construction carried out under issued building permits excepting the scope of work performed by the Plumbing and Mechanical Inspector for compliance with the Ontario Building Code and other applicable law.
- Performs research and analysis of building components, systems, and installations to which the Ontario Building Code applies in consultation with the Chief Building Official, as necessary, to determine compliance.
- Inspects for violations of the Ontario Building Code and takes appropriate enforcement actions.
- Prepares and issues reports, letters, and orders in relation to on-site inspections.
- Prepares and issues Provincial Offence notices and information under the Provincial Offences Act; attends court, as necessary, as enforcement measures to bring about compliance with the Ontario Building Code and, where empowered, Municipal by-laws.
- Inspects properties seeking municipal licences for compliance with the licensing by-law and, where applicable, the Ontario Building Code.
- Participates in public information programs; provides counter responses and information to the general public.
- Compiles and maintains inspection files, records, and databases.
- Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Diploma or degree in a discipline related directly to building design and construction.
- Minimum of two years' experience working extensively with the Ontario Building Code in building design or the Equivalent combination of education and experience.
- Successful completion of the Ministry of Municipal Affairs and Housing examination program relating to "General Legal", "Small Buildings".
- Qualification in On-Site Sewage Systems would be an asset.

Skills/Abilities:

- Must have knowledge of and experience working with the Ontario Building Code
- Must be able to communicate effectively and concisely, both orally and in writing

- Ability to deal with the public in a courteous and tactful manner.

CONDITIONS OF EMPLOYMENT:

- Will be required to travel to various work locations and provide own transportation.
- Must undergo a successful Criminal Record Check.
- Maintain/achieve standards as required by the Ministry of Municipal Affairs and Housing to continue to execute the listed major responsibilities.
- Remain proficient in the application of the Ontario Building Code, its technical requirements, reference standards, the Town's Zoning By-law, and all other applicable law.
- Achieve and maintain membership within the Ontario Building Officials Association.
- Achieve and maintain status as Chief Building Code Official within 12 months of commencement of employment as a Building Inspector.
- Must be physically able to perform on-site inspection functions.
- Abide by the Code of Conduct established for building officials under the authority of the Building Code Act.