

# Building Inspector II

## Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Applications are being accepted for the position of **Building Inspector II** within Building Services. With a focus on quality customer service and continuous improvement, this position will be guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## Key duties and responsibilities

- Perform building, plumbing and HVAC inspections of new residential housing projects and associated ancillary buildings under Part 9 of the Ontario Building Code.
- Support the proactive enforcement of the Shared Rental Housing Program.
- Implementation the Dormant Permits Program.
- Assist Building Inspector III's with new ICI/Large Complex Building projects, as required.
- Perform municipal by-law inspections as required.

- Prepare and issue reports, letters and Orders in relation to on-site inspections, as necessary.
- Issue Provincial Offence Notices and Information under the Provincial Offences Act and attend court, as necessary.
- Establish and maintain good positive relationships with the public, professionals and City staff.
- Perform other related duties as assigned.

## Qualifications and requirements

- Considerable experience related to the duties listed above, normally acquired through the completion of a 3-year community college diploma program in Architectural Technology or Construction Technology and 4 – 5 years of building construction and/or municipal building department experience working in a similar role. Candidates with an equivalent combination of education and experience may be considered.
- Accredited with the Ontario Building Officials Association as a Certified Building Code Official (or in the process).
- Must possess a valid G driver's licence with a good driving record.
- Qualified with the Ministry of Municipal Affairs and Housing in the following categories:
- House, Small Buildings, Plumbing – House, Plumbing – All Buildings, HVAC – House and Detection, Lighting & Power. Applicants who do not currently possess these qualifications will be required to do so within a reasonable timeframe.
- Ability to interpret Codes, By-laws and working (construction) drawings, with a strong understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal By-laws.
- Intermediate skills with Microsoft Office (Outlook and Word) and relevant software.
- Experience with AMANDA Software.
- Have excellent written and verbal communication skills as well as excellent team skills, customer service and conflict resolution skills.
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- A satisfactory Police Record Check required at time of offer.

## Hours of work

From the Sunday of the third full week of November to the Saturday to the first full week of April shall work thirty-five (35) hours per week composed of seven (7) consecutive hours per day. From the Sunday of the second full week of April to the Saturday of the second full week of November shall work forty (40) hours per week composed of eight (8) hours per day.

## Pay/Salary

CUPE 973 Grade 10: \$39.96 - \$49.04 per hour

## How to apply

Qualified applicants are invited to apply using our **online** application system by **December 4, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.