

EXTERNAL JOB OPPORTUNITY

POSITION:	MECHANICAL BUILDING INSPECTOR	JOB POSTING #:	2024-0465
POSTING PERIOD:	Friday, November 22, 2024 at 8:30 AM to Thursday, December 5, 2024 at 4:30 PM		
DEPARTMENT:	Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543562
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	0.18
# OF POSITIONS:	1	RATE OF PAY:	\$36.77 - \$43.24 per hour
POSITION #:	00006073	SHIFT WORK REQ'D:	No
HOURS OF WORK:	37.50		

DUTIES:

Reporting to the Manager of Inspections, this position will be responsible for the performance of H.V.A.C. inspection of both new and existing buildings to ensure compliance with the approved plans, the Ontario Building Code and reference standards and related municipal bylaws. Duties include:

- Inspects and monitors construction and demolition for compliance with the approved plans, the Ontario Building Code, referenced standards applicable law and good construction practices, within 'HVAC House', 'Building Services';
- Responsible for the review, inspection and approval of the construction of mechanical building systems for all buildings regulated by the Ontario Building Code, approved permit documents, and City of Windsor By-Laws;
- Inspect and verify the installation and testing of fire suppression systems and the HVAC portion of life safety systems;
- Organizes workload and documents inspection results, including collection and attachment of photographs, documents and concise, complete and accurate drafting of reports in the computerized records management and tracking system; reviews consultants field reports and reports from other external agencies for accuracy and completeness;
- Liases and provides instruction to property owners, contractors, engineers, architects, lawyers, Senior Managers, and other departments on other matters related to construction activity, by-law enforcement and the Ontario Building Code Regulations;
- Verifies existing site conditions on permit drawings and/or information on municipal addresses, Committee of Adjustment and LPAT decisions;
- Investigates complaints and applies enforcement regarding contraventions of statutes, regulations and bylaws under the carriage of the CBO i.e. Property Standards, Fence, Swimming Pool, Zoning, Vital Services, etc.;
- Advises Ministry of Labour of unsafe working conditions or sites and participates in investigations;
- Inspect fire-damaged or unsafe buildings to determine the extent of damage and required repairs or replacement with respect to HVAC and mechanical systems;
- Inspects for partial and complete occupancy clearances;
- Inspects and prepares evidence for presentation before the provincial courts. Files provincial court charges. Represents the City in civil litigation;
- Responds to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting new construction;
- Issues orders in response to Ontario Building Code deficiencies;
- Verifies that materials and methods of construction meet approved standards and construction practices;
- Approves alternative design and equipment substitutions that vary from approved plans;
- Represents the Division at various committees and meetings;
- Mentors and provides technical support for less experienced staff.
- Will be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

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QUALIFICATIONS:

- Must have an Ontario Secondary School Diploma or Ontario Ministry of Education equivalencies combined with an additional (1) year of post-secondary education consisting of a Province of Ontario Certificate of Qualification in the field of Sheet Metal Worker **and** Provincial Qualifications authorized by the Ministry of Municipal Affairs and Housing (MMAH) with the Ontario Building Officials Association or accredited Community College;
- Must have Provincial Qualifications from the Ministry of Municipal Affairs in:
 - General Legal/Process
 - H.V.A.C. House and Building Services
- Must have over seven (7) years of progressively responsible experience directly related to the building construction industry with experience in municipal permitting and inspection processes. This position requires a significant amount of technical experience related to the built environment including:
 - Building, Heating, Ventilation Systems and Air Conditioning
 - Fire Protection, Occupant Safety & Accessibility
 - Renovations & Change of Use
- Must hold and maintain a current, valid and lawful Class 'G' Driver's License in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment. Access to a properly insured vehicle;
- Must have experience and education in the design and installation of building, heating, ventilation and air conditioning systems;
- Experience reading and interpreting plans, specifications and data sheets pertaining to HVAC systems installations for compliance with the Ontario Building Code, ASHRAE standards, HRAI Design Manuals and any NFPA standards that relate to the HVAC system and the Environmental Protection Act and Regulations;
- Must have experience in a computerized office environment and be familiar with the Microsoft Office Suite of Products;
- Must be capable of reading and interpreting construction drawings and specifications;
- Must have comprehensive knowledge of the Ontario Building Code and other related standards;
- Knowledge of life safety systems and egress / exiting requirements;
- Knowledge and understanding of various municipal bylaws;
- Must have effective oral and written communication skills in all mediums;
- Ability to deal tactfully and courteously with the public;
- Good problem solving and conflict resolution skills;
- Must have knowledge and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction;
- Additional Provincial Qualifications in '*Complex Buildings*' and '*Plumbing*' would be an asset;
- Demonstrated accomplishments towards achieving additional qualifications administered by Ministry of Municipal Affairs and Housing in 'House', 'Small Buildings', 'Large Buildings', 'Building Services', 'Building Structural', 'Detection, Lighting & Power' will be considered an asset;
- Backflow prevention certification through the OWWA considered an asset;
- Membership with the Heating, Refrigeration, and Air Conditioning Institute (HRAI) considered an asset;
- Membership with the Ontario Building Officials Association along with CBCO designation will be considered an asset;
- May be required to lift up to 11 lbs.

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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.