



Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

PORT COLBORNE

HUMAN RESOURCES

T 905-228-8035

E HR@portcolborne.ca

The City of Port Colborne, located on the south coast of the scenic Niagara region, Niagara's Port of Call has found the perfect balance – successful industrial and commercial sectors, comfortable and scenic residential areas, white sand beaches, unique culinary choices, the world class Sugarloaf Marina, fishing, golfing, trails, shopping districts along the historic Welland Canal – truly a community that adds to the overall Niagara Experience.

Under the direction of the Chief Building Official, the Building Inspector will 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. The Building Inspector investigates building code complaints and issues building orders where necessary. The Building Inspector will enforce various regulatory By-laws of the Municipality, statutes including, Property Standards By-laws to ensure the safety and health of the public by maintaining acceptable standards.

Duties & Responsibilities

- Examine plans and specifications and proactively attend and inspect at all stages the construction of all classification of buildings (e.g. residential, commercial, industrial, etc.) to enforce compliance with the Ontario Building Code/Regulations and applicable municipal By-laws, 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 (e.g. 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 (e.g. Ministry of Transportation of Ontario - MTO).

- Negotiate and facilitate resolution of conflicting interests between departments and outside agencies (e.g. 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 evidence on 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 such as demolition reports, property standard appeal briefs, crown briefs providing technical advice and recommendations 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.
- 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 promote good public relations and to provide information to the public.
- Work in accordance with the provisions of Health and Safety legislation.
- To perform other related duties as required.

Qualifications

- College Diploma – three (3) year – in civil, construction engineering, architectural technology or related discipline.
- Eligible for certification with Ontario Building Officials Association.
- Must possess the following Ministry of Municipal Affairs and Housing examinations and be eligible to be an inspector under Building Code Act:
 - General Legal/Process
 - House
 - HVAC House
 - Plumbing House
- Within 6 months of hire, the successful candidate must obtain qualification in the following categories: Small Buildings, Building Structural, Plumbing – All Buildings, On-Site Sewage Systems
- Within 12 months of hire, the successful candidate must obtain qualification in the following categories: Building Services, Large Buildings, Complex Buildings
- Four (4) years' experience as a Building Official, or similar site inspection experience in the private sector, related to construction regulated by the Ontario Building Code.
- Class G driver license.

- Previous experience in environmental auditing and mould remediation protocol is an asset.
- A CET designation as granted by OACETT or a MAATO as granted by AATO is considered to be an asset.

This is a full-time, unionized position working 35 hours per week. The rate is \$37.51 per hour (under review), and comes with a comprehensive compensation package including benefits and Omers Pension Plan.

Please apply by uploading a current resume and cover letter. This position will be posted until filled. Applications will be reviewed as they come in.

We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

The City of Port Colborne is an equal opportunity employer.

Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner.

Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.

Contact Information
Senior HR Generalist
City Hall
66 Charlotte Street, Port Colborne
Ontario, Canada L3K 3C8
Phone 905-228-8035