

**Job Title: Building Inspector**

Department: Development Services

Reports To: Chief Building Official

Directly Supervises: N/A

Indirectly Supervises: N/A

Hours per Week: 35

Date Last Reviewed:

Job Evaluation Date:

### Position Summary

This position ensures that the construction, renovation, change of use and demolition activities of buildings within the Municipality are properly examined and inspected prior to and during construction. Monitors all construction activity to ensure a high degree of quality that complies with the Ontario Building Code, applicable municipal by-laws and applicable laws in order to protect the health and safety of the public, while ensuring efficient construction within the Municipality. The Building Inspector performs plans review and inspection services to ensure compliance with the Building Code Act, Ontario Building Code, and other applicable law consistent with established policies, practices and procedures as directed by the Chief Building Official and issues notices and orders with respect to Building Code Act enforcement, as necessary.

### Position Specific Duties and Responsibilities

**On Site Inspections**

1. Conduct site inspections in relation to issued permits to ensure the construction, use and condition is in conformity with approved drawings, applicable statutes, regulations and by-laws.
2. Inform permit applicants, design consultants, construction professionals, builders, property owners or project managers as necessary of any discrepancies discovered during site inspection and request all necessary changes to plans.
3. Building and maintaining professional and cordial relationships with permit applicants, builders, developers, designers, professional consultants, lawyers, real-estate agents, provincial ministries, agencies, departmental staff, and the general public.
4. Respond to complaints and inspect properties to ensure their use and condition is in conformity with applicable statutes, regulations and by-laws.
5. Coordinate with Municipal Enforcement accordingly as may relate to: inspections; tracking issues and complaints; and, orders.
6. Write and issue orders as appropriate when a contravention is found and follow up as may be necessary. Report findings to the Chief Building Official for review and direction.

7. Interpret and explain procedures of inspections and give verbal and written approvals for various stages of construction as completed.
8. Post issued orders on site and ensure appropriate mailing procedures for the same have been followed.
9. Review approved plans for on-site inspection purposes.
10. Respond to written and verbal inquiries with respect to construction under areas of responsibility and issue certificates of compliance or non-compliance.

### **Administrative**

1. Consult with permit applicants and the public with respect to the requirements of the Building Code.
2. Prepare and submit reports to the Chief Building Official.
3. Prepare and maintain data and records, both written and electronic, concerning all investigations, inspections, plan examinations and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws of the Corporation.
4. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, and technology through Continuous Professional Development.

### **General Duties and Accountabilities (All Municipal Roles)**

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### **Required Certifications and/or Health and Safety Requirements**

- Certified Building Code Official with the Ontario Building Officials Association or willingness to obtain designation is an asset.
- Successful completion or ability to complete the Ministry of Municipal Affairs and Housing courses: General Legal/Process for Inspectors; House; HVAC – House; Plumbing House; Small Buildings; Large Buildings; Complex

Buildings; Plumbing – All Buildings; Building Services; Building Structural; Detection, Lighting and Power, on-Site Sewage Systems.

- Valid Class 'G' Driver's License in good standing and a reliable vehicle for corporate business.

### Education, Skills and Experience

- Requires a three-year post-secondary Degree and/or Diploma in Architecture, Architectural Technology or Engineering Technology, or Licensed Carpenter/Contractor, or related field
- Requires a minimum of three years of Ontario Building Code inspection/plans examination or Construction experience or other related work experience.
- Requires extensive knowledge of the Ontario Building Code Act and Regulations, Accessibility for Ontarians with Disabilities Act and Integrated Standards, the Municipal Property Standards By-Law, and applicable Federal and Provincial Laws.
- Experience in a rapidly growing municipality in which the overall volume of work and complexity of projects is evolving an asset.
- Familiar with the application of Zoning By-laws and experience implementing Planning Act requirements in coordination Planning Services Staff.
- Thorough working knowledge of applicable Acts/ Regulations/ Standards/ Legislation, including the Occupational Health & Safety Act, the Planning Act, and the Conservation Authorities Act.
- Ability to interpret detailed blueprints/drawings and specifications.
- Ability to perform on-site building inspections.
- Thorough working knowledge of Microsoft 365, Cloud Permit, Blue Beam, and Trax Codes an asset.
- Excellent communication (written, oral and interpersonal), analytical, problem-solving, organizational, public relations, customer service and time management skills.

### Physical Demands and Working Conditions

- Physical demand requires plans examination and computer work concentration; visual observations for code compliance and personal safety on job sites for building inspections. Physical dexterity required for crawling/climbing into excavations, crawl spaces, roof spaces, ascending ladders and temporary ramps/stairs, and walking over rough terrain.
- Working conditions vary between a standard office environment to conducting field inspections; exposure to inclement weather conditions, mud, dirt, noise, insulation particles and dust; and exposure to written and verbal criticism from the public and phone/counter interruptions.

## Contacts and Interactions

- Communicates and/or liaises with staff, Mayor and Council, architects, engineers, lawyers, fire department, MOE, MTO, Building Officials, Ministry of Housing, contractors and trades, Ontario Building Officials Association, building industry professionals, construction product suppliers, real-estate agents, and the general.

## Review and Approval

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Current Incumbent:  
Date:

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Direct Supervisor  
Date:

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Human Resources:  
Date: