

CUPE 1287 JOB DESCRIPTION

JOB TITLE	Building Inspector / By-law Enforcement Officer		
DEPARTMENT	Building & By-law Enforcement Services Department		

JOB ID	WLBD01	JOB LEVEL	11
REPORTS TO	Chief Building Official	STD HRS OF WORK	35 hrs/wk

JOB SUMMARY

To perform the duties of both Plans Examiner and Building Inspector in compliance with the Ontario Building Code, as well as the duties of By-law Enforcement and Property Standards Officer

QUALIFICATIONS

EDUCATION

- Completion of Grade 12 or equivalent
- 3 year post secondary diploma or equivalent work experience in building / construction
- Completion of Ministry qualifications for: legal processes, house, small building, large building, complex building, detection light and power, HVAC house, building services, building structural, fire protection, plumbing house and plumbing all buildings, is preferred.
- Minimum of legal, house and small buildings shall be required to begin.

EXPERIENCE

- 3 -5 years experience in the building and construction industry, preferably in a municipal environment with responsibilities for enforcement of the Ontario Building Code

SKILLS

- Strong knowledge of Microsoft Office Suite
- Working knowledge of AutoCAD and Building Permit Software
- Working knowledge of the Building Code Act and the Ontario Building Code and regulations, as well as fire protection and plumbing standards and regulations
- The ability to interpret policies, regulations, acts and guidelines pertaining to the Ontario Building Code
- Ability to work as part of a team and independently
- Excellent communication, problem solving, dispute resolution and organizational skills
- Intermediate mathematic skills

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SPECIAL CONDITIONS

- Must possess and maintain a valid and unrestricted drivers license for the class of the vehicle(s) operated
- Registered with Ministry of Municipal Affairs and Housing for OBC
- Membership in OACETT or similar technical association preferred
- Member of Ontario Building Officials Association and working toward certification preferred
- Member of Ontario Association of Property Standards Officer and working toward certification preferred

RESPONSIBILITIES

1. Perform inspections of buildings within the Municipality and enforce the statutory requirements in accordance with the Ontario Building Code (OBC) under the direction of the Chief Building Official.
2. Perform plan examinations and review site plans to ensure compliance with the OBC and applicable law.
3. Enforce the provisions of the Municipal Property Standards By-law.
4. Investigate complaints of building code violations, zoning violations and ensure appropriate follow-up action as required by law.
5. Administrate and enforce the Municipal Zoning By-law. Work with the Planning Department to review zoning permit applications, determine compliance, review complaints for violations, and conduct required follow-up inspections.
6. Prepare violation tickets, orders, summonses, subpoenas, and prepare related legal documents. Prepare for and appear in court as an expert witness.
7. Process application fees for permits, security deposits, development charges and submit to Finance Department. Ensure receipts are issued and accurate records kept.
8. Provide advice to the general public with respect to requirements of the OBC related to Municipal By-laws and other applicable legislation.
9. Facilitate pre-construction meetings with contractors.

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- 10. Accept and review design plans for proposed grades, inspect as-built grades for conformity to approved lot grading plans. Work to obtain compliance when grades differ from approved plans.
- 11. Other duties as assigned.

JOB SPECIFICATIONS

Supervision Exercised

- None

Independence of Action / Judgment

- Assignments involve development of solutions to diverse and inter-related problems, often having conflicting requirements, affecting an individual or affecting specific policies or programs.
- The exercise of judgement is extensive and involves complex issues.
- Consultation will usually take place in a peer group or inter-disciplinary team review.

Decisions on which you seek consultation

- Unusual problems are referred to the Chief Building Official

Relationships/Contacts

Internal:

- Employees
- Department heads
- Occasionally Co-op Students and Volunteers
- Councillors and Municipal Legal counsel

External:

- General public
- Contractors, Suppliers and Salespeople
- Business representatives
- Representatives of professional agencies and government

Physical Demands/Dexterity

- Medium activity of long duration

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- Standing, climbing stairs, walking on uneven surfaces, lifting weights not exceeding 10 kg
- Require the accurate coordination of fine movements
- Keyboarding, mousing
- Writing
- Taking measurements

Concentration Demands

- Long periods of mental effort required frequently
- Customer Service
- Research
- Report review
- Writing
- Driving
- Inspections
- Plan review

Job Environment

- Work occurs equally indoors (office environment) and outdoors, on private, agricultural and commercial properties within the Municipality
- Work often occurs independently of others
- Exposure on occasion to people who are difficult to deal with

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

APPROVED BY:

Chief Administrative Officer

Date