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| **DEPARTMENT:** | Building and Planning Department |
| **DIVISION:** | Building |
| **JOB TITLE:** | Building Inspector |
| **EMPLOYEE GROUP:** | Non Union |
| **SUPERVISOR:** | Chief Building Official |
| **REVISION DATE:** | July2018 |

**POSITION SUMMARY AND SCOPE:**

Reporting to the Chief Building Official, the Building Inspector shall carry out the Municipality’s mandate under the Ontario Building Code Act and other applicable Municipal By-laws.

**DUTIES AND RESPONSIBILITIES:**

1. Conduct plan reviews, process and issue building permits in accordance with the Ontario Building Code.
2. Conduct inspections; maintain inspection records; issue certificates of occupancy and final completion in accordance with the Ontario Building Code.
3. Review and process applications for structures and features governed by municipal by-laws.
4. Pre-consult and provide assistance to applicants in filing complete building permit applications.
5. Review and calculate development charges in accordance with the Development Charges By-law.
6. Review and comment as needed on planning and development related applications (i.e. site plans, minor variances, zoning amendments) and respond to other requests for information.
7. Issue notices relating to the terms of permits issued and/or regulations violated
8. As required, respond to judge/justice of the peace by preparing evidence, producing documentation and recommending penalties for violations of applicable law.
9. Serve as an appointed By-law Enforcement Officer and Property Standards Officer and conduct investigations related to the same.
10. Perform other duties as assigned.

**EDUCATIONAL REQUIREMENTS:**

* Post-secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
* Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: General Legal / Process; House; Small Buildings
* Qualification in the following categories would be considered an asset: Plumbing House; Plumbing – All Buildings; Large Building; HVAC House; Building Services; Building Structural

**SKILLS AND COMPETENCIES:**

* Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws.
* Eligibility for membership in the Ontario Building Officials Association and Municipal Law Enforcement Officers Association
* Valid Class G Ontario Driver’s License.
* Ability to read and interpret construction drawings
* Sound working knowledge of computer programs including Microsoft Office programs
* Excellent communication skills both orally and in writing

**EXPERIENCE:**

* Minimum two years’ experience in a related field. Previous municipal experience an asset.

**WORKING RELATIONSHIPS:**

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| **Internal** | departmental staff; support staff; Fire Department; Public Works and Utilities |
| **External** | General public; trades and construction professionals; government agencies |

**SUPERVISOR/MANAGEMENT:**

The position does not have supervisory responsibilities.

**WORKING CONDITIONS:**

Hours of work: 40 hours per week

Overtime may be required

Travel required