

**MUNICIPALITY OF MISSISSIPPI MILLS
JOB DESCRIPTION**



DEPARTMENT:	Development Services
DIVISION:	Building
JOB TITLE:	Building Inspector
EMPLOYEE GROUP:	Non Union
SUPERVISOR:	Chief Building Official
REVISION DATE:	March 2023

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. Intake permit applications and conduct plan reviews in accordance with the Ontario Building Code.
2. Conducts inspections; maintains inspection records; issues certificates of occupancy and final completion in accordance with the Ontario Building Code.
3. Review and process applications for structures and features as governed by municipal by-laws.
4. Conduct pre-consultations 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. Communicate with the general public, contractors, design professionals and other agencies related to compliance with the Ontario Building Code. .
7. Issues notices relating to the terms of permits issued and/or regulations violated
8. As required, responds to judge/justice of the peace by preparing evidence, producing documentation and recommending penalties for violations of applicable law.
9. Serves as an appointed By-law Enforcement Officer and Property Standards Officer and conducts investigations related to the same as assigned.
10. Performs other duties as assigned.

EDUCATIONAL REQUIREMENTS:

- Post-secondary diploma 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; Plumbing - House; HVAC – House
- Qualification in the following categories or willingness to obtain Small Buildings; Plumbing – All Buildings; Large Building; Building Services; Building Structural

SKILLS AND COMPETENCIES:

- Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, , Ontario 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
- Ability to meet the physical demands of the position, can attend construction sites in all weather and site conditions.

EXPERIENCE:

- Minimum 1 to 2 years’ experience in a related field such as construction.
- Inspection techniques, plans examination and/or equivalent experience in a related discipline

WORKING RELATIONSHIPS:

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.

Hours of work: 40 hours per week

Overtime may be required

Travel within the municipality is required