



Senior Building Inspector

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

Reporting to the Chief Building Official, you will perform plans examination, inspection, enforcement and advisory services in accordance with the *Building Code Act*, municipal by-laws and other related legislation. Among other things, this includes processing applications, calculating fees, checking zoning, conducting site inspections and customer support.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

Learn more at www.forterrie.ca. The deadline for receiving applications is 12:00 Noon on **Friday May 24, 2019**. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Senior Building Inspector

CUPE Local #714 - Schedule B

Page 1 of 3

Department: Planning and Development Services

Division: Building and Enforcement

Reports to: Chief Building Official

Position Objective

To review applications, perform plans review, inspection, enforcement and advisory services in accordance with the Building Code Act, municipal by-laws and other related legislation.

Duties & Responsibilities

1. Receive and review permit/licensing applications to ensure completeness and compliance with regulatory and local requirements; enter into database.
2. Perform plans examination of permit applications to ensure compliance with the Ontario Building Code; review engineering, architectural, mechanical, electrical and structural plans for all classes of buildings.
3. Conduct site inspections of new and existing commercial, industrial, institutional and residential buildings and business licensees to ensure compliance with the Building Code Act and regulations, municipal by-laws and other related legislation and standards; input inspection notes.
4. Issue permits under the Ontario Building Code in the absence of the Chief Building Official after conformity with all requirements have been determined.
5. Issue orders and/or refer violations to the Chief Building Official and/or Municipal Law Enforcement Officer for enforcement.
6. Provide customer support at the front counter and by telephone regarding building, property and zoning requirements.
7. Interact/communicate with owners, architects, engineers and designers; respond to inquiries/provide information regarding the permitting process, the Ontario Building Code, related by-laws and policies, inspections, fees and charges, zoning and other related matters.
8. Maintain proper records; input data; produce reports as requested.
9. Ensure field work is performed in a manner consistent with the Occupational Health & Safety Act and the Corporation's Health and Safety Policy.
10. Act in the absence of the Chief Building Official.

Education & Experience

- Three (3) year College Diploma in a Construction Engineering Technology program or related field plus the following Ministry of Municipal Affairs and Housing Building Code Qualifications

Senior Building Inspector

CUPE Local #714 - Schedule B

Page 2 of 3

- House
 - Small Buildings
 - HVAC House
 - Complex Buildings
 - Building Services
 - Building Structural
 - Large Buildings
 - Plumbing House
 - Plumbing All Buildings
 - Lighting
 - Power and Detection
 - Legal – Chief Building Official
- Certified Building Code Official (CBCO) Designation
 - Basic first aid/CPR
 - Valid drivers' license with driving record acceptable to The Corporation
 - Over five (5) years related experience to gain thorough practical knowledge of commercial, industrial and institutional construction techniques and products

Knowledge

- Specific and extensive knowledge of the *Ontario Building Code Act*, related statutes and regulations, accepted construction and plumbing practices, CSA standards and technical manuals
- Advanced knowledge of complex building, mechanical, plumbing and fire and life safety systems, including advanced fire stopping systems installation
- Technical knowledge of planning and zoning process
- Technical knowledge of site plan control process
- Technical knowledge of computer hardware and software applications, including Microsoft office applications, spreadsheet and database programs
- Technical knowledge of drafting
- Knowledge of structural steel and seismic restraint systems
- General knowledge of customer service
- General knowledge of routine office procedures, practices and equipment

Skills & Ability

- Interpret and apply Building Code, related legislation and regulations and CSA Standards
- Examine and interpret construction drawings, blueprints and specifications
- Exercise sound judgment and good public relations, interact effectively with internal/external customers
- Work independently and in a team setting
- Good communication skills
- Mathematical skills
- Analytical and problem-solving skills
- Computer proficiency in email, word processing, database and spreadsheet applications

Senior Building Inspector

CUPE Local #714 - Schedule B

Page 3 of 3

Direction of Others

Schedule and/or coordinate work of Building Inspector and plans examination staff.

Work Demands

- Demanding work, sometimes in adverse weather conditions. Work is performed in office environment and in the field.
- Major conditions of occasional exposure when working outdoors (dust/dirt; temperature extremes; inclement weather; travel, accident hazards). Exposure to behaviourally difficult clients.
- Frequent physical effort. Activities include keyboarding, standing at counter, driving, climbing ladders and stairs, walking on uneven surfaces, using shovel and tape measure, stooping and crouching, occasional access to crawlspaces
- Concentration required for observation, plans review, report writing driving, listening to clients
- Judgment is complicated by need to consult with builder, architect and other staff
- Supervisor is available for professional/technical matters
- Incorrect or inappropriate decisions/actions have major, long-term effects, substantial financial implications (i.e. rebuild/repair) and public safety implications

Position History

This position was created in 2015 to address a skills shortage and to attract qualified candidates.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

Chief Administrative Officer

Date