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<b>Job Title:</b>	Building Inspector (contract)
<b>Department:</b>	Building Department
<b>Reports To:</b>	Chief Building Official
<b>Salary Band:</b>	Band 8, 35 hours per week

### **Job Summary:**

In accordance with the statutory requirements, performs the enforcement of Provincial Statutes and Regulation of the Ontario Building Code, Building Code Act, other laws and corporate policy as they apply to buildings and structures.

### **Primary Duties and Responsibilities:**

#### **1. Operations: 80%**

##### **Building Code Act (BCA) / Ontario Building Code (OBC)**

- a) Process building permits by receiving and verifying permit applications, interviewing applicants, distribution of application for approval, review plans for compliance with the OBC Act and Regulations and relevant municipal bylaws and issue permits.
- b) Stamps approvals on all plans.
- c) Issue building and on-site sewage permits / orders in accordance with BCA
- d) Performs inspections to ensure compliance with the OBC and Municipal laws.
- e) When required schedule building inspection and meetings with Chief Building Official and Tatham Engineers.
- f) Inspection of varies construction stages for structures and on-site sewage systems to ensuring compliance with OBC and municipal laws.
- g) Offer solution for compliance of the OBC to ratepayers, contractor, designers, installers, etc.
- h) Attends meetings, prepares reports and maintains records as required.
- i) Undertakes other duties as assigned by CBO in accordance with corporate objectives.
- j) Confirm property information such as location and boundary using the County of Simcoe Geographical Information System (GIS) mapping.

#### **2. Public Interactions with Council and Committee of the Whole: 10%**

- a) Responds to telephone, written and counter inquires for the general public, developers, agencies and other levels of Government general and / or technical OBC questions.

- b) Interpretation of the OBC, and explaining OBC to ratepayers, contractors, installers, etc.
- c) Explain to ratepayers, contractors and applicants the various programs, applicable laws and enforcement action i.e. on-site sewage re-inspection program, grant program through Lake Simcoe Regional Conservation Authority (LSRCA).
- d) Prepare reports, memos, letter and bylaws for Council as well as ratepayers
- e) Communicate with TARION regarding unregistered or problem builders
- f) Liaison between the building department and LSRCA.
- g) Attend Council, Committee of the Whole, General Planning Committee, special interest groups, community consultations, professional network tables and other meetings, as required.

### **3. Compliance: 10%**

- a) Maintain current qualification through the Ministry of Affairs and Housing (current qualification are legal, small buildings, on-site sewage and plumbing - all building, HVAC).
- b) Stays current with Government regulations and best practices and provides advice to Council, the CAO, senior management and the public, as required.
- c) Complies with and performs duties in accordance with the Code of Conduct.
- d) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- e) Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and protection of Privacy Act.

#### **Supervisory Responsibilities:**

- None

#### **Education, Experience and Required Qualifications:**

- Minimum 2-year community college diploma or equivalent training.
- Provincial Qualification Standard for Legal, On-Site Sewage, Plumbing – All Buildings, HVAC & Small Buildings
- Minimum two (2) years' experience preferable at a municipality level.
- Possession a valid unrestricted Ontario Class "G" Driver's License.
- Experience in public education and awareness.
- Effective verbal, oral and written communication skills.
- Proven ability to deal effectively with people in difficult situations.
- Proficient in Microsoft Office applications.

#### **Applicable Regulations:**

- Building Code Act

- Ontario Building Code

**Physical and Mental Demands of Position:**

	<b>Physical Demands</b>		<b>Mental Stress</b>
	Shift work schedules	X	Multiple tasks, heightened pace
X	8 to 12 hour shifts	X	Stressful situations
X	Prolonged periods of standing	X	Supervisory responsibility
	Lifting up to 50 lbs.		Exposure to critical/traumatic incidents
X	Lifting exceeding 50 lbs.	X	Dealing with Public
X	Walking	X	Working Alone
X	Prolonged periods of sitting		Stranger Danger
X	Bending/twisting		Operating Heavy Equipment in inclement weather
X	Operating motorized equipment		Training
X	Operating non-motorized equipment		<b>Environmental/ Chemical Exposure to:</b>
X	Extreme Heat	X	Extreme Dust
X	Extreme Cold	X	Flying Insects
X	Eye Strain	X	Water ( Flood, Algae, Steam)
	Walking in Rough Terrain	X	Electrical (i.e. hydro lines)
X	Climbing	X	Utilities digging ( gas/ hydro)
	<b>Physical Exertion</b>	X	Animal ( dead/ alive), ( domestic/ wild)
	Mild (sedentary pace)	X	Noxious Weed ( poison ivy, oak
	Moderate	X	Trees/ Branches( fallen / unstable)
X	Challenging (high physical demands): Shovelling, Digging		Hazardous Waste
	<b>Repetitive movement related to:</b>	X	Chemical Handling : List involved
X	Computer use		Hot tar
X	Equipment use	X	Flying Debris
X	Task performance	X	Noise
		X	Weather: Rain, Snow
		X	Working in low light or at night

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.