

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Building Inspector
SERVICE: Construction and Planning
SUPERVISOR: Chief Building Official

SUMMARY OF DUTIES

Under the supervision of the Chief Building Official, the Building Inspector assists in the processing of applications relating to the Ontario Building Code and its regulations and municipal by-laws that apply to the issuance of a building permit.

DUTIES AND RESPONSABILITIES

1. PROGRAM/SERVICE

- Assist in the processing of building permit applications (checking, correcting and approving plans, issuing building, renovation and demolition permits, inspecting work, issuing stop work orders, filing charges, etc.) and ensure compliance with Ontario Building Code standards.
- Conduct inspections of buildings under construction, renovation and repair and ensure compliance with approved construction plans and permits.
- Conduct inspections for municipal service connections.
- Assist in the preparation of the Construction Department's operating budget and five-year plan.
- Respond to and investigate complaints, present details and, if necessary, submit recommendations to the Chief Building Official or, if necessary or in special or urgent cases, rectify or correct the situation.
- Assist in responding to verbal or written inquiries from Council members, senior management, developers, consultants, legal counsel, agencies, levels of government and the general public regarding standards and interpretation of the provisions of the Ontario Building Code.
- Verify with the Planner the conformity of any land use on the territory of the municipality.
- Compile statistics, publications, documents and information concerning the construction of buildings within the Township.
- May be called upon to participate in the application of emergency procedures.
- Perform any other related duties as assigned by the Chief Building Official.

2. HUMAN RESOURCES

None

3. FINANCIAL RESOURCES

None

4. MATERIAL RESOURCES

- The material resources are: a computer, a tablet with CityWide software, a printer, a telephone, a cell phone, a fax machine, a photocopier and a vehicle to carry out inspections in the Township.
- The employee shall be responsible for the materials and equipment assigned by the Township.
- The employee shall ensure the confidentiality of all documents provided to him/her, in accordance with applicable laws, regulations and politics in effect.

KNOWLEDGE AND EXPERIENCE

- Hold a 3-year college diploma in architecture or construction technology or the equivalent.
- Possess all qualifications and certification required by the Ontario Building Code Act.
- Two (2) years of experience in a similar position.
- Knowledge and understanding of the Ontario Building Code Act and all other regulations and legislation applicable to the Building Department.
- Good knowledge of the standards and the legal process for processing applications for the issuance of building permits.
- Membership or eligibility for membership in the Ontario Building Officials Association (OBOA).
- Ability to analyze construction issues, identify hazards and problems and suggest plausible solutions to the applicant to resolve the problem.
- Ability to communicate in French and English (orally and in writing).
- Ability to deal with sometimes sensitive or confrontational issues (residents and contractors).
- Ability to interpret construction plans, survey plans, aerial photographs, legal documents, subdivision plans, etc.
- Possess a valid Class G driver's license.
- Demonstrate the ability to work under no supervision.
- Demonstrate the ability to work at times under tight deadlines or time constraints.

5. PHYSICAL AND MENTAL EFFORT

- This position requires that during site inspections, the incumbent make physical efforts and the use of equipment such as a ladder to inspect the basement, roof or crawl space.
- Frequent and sometimes sustained periods of mental concentration. The work environment contains stressful conditions that require strength of character to maintain control of the situation (crisis management).
- Dexterity in writing inspections reports, permits, orders and plan checks.

6. JUDGMENT

Work is performed under the direction of the Chief Building Official in accordance with established guidelines, procedures and policies.

The incumbent exercises his judgment:

- Reviewing construction plans to ensure that they meet the standards established by the Ontario Building Code.
- Conducting site inspections and ensuring that the work complies with the revised, amended and approved construction plans.
- Ensuring that the inspections reports are completed in a timely manner as required by the Act, Regulations and specified deadlines for submission to Council.

7. INTERPERSONAL SKILLS

The incumbent will demonstrate good interpersonal skills in interacting with the immediate supervisor, other department heads, administrative staff, agency and departmental representatives, developers, contractors, consultants, attorneys, appraisers, real estate agents and the general public.

INTERNAL:

- Regular contact with people within the organization, supervisors and managers.

EXTERNAL:

- Regular contact with the public (citizens, contractors and developers), in person or by phone.

WORKING CONDITIONS:

8. ENVIRONMENT

The work is performed in an office environment and outdoors. Extensive travel is required during site inspections, the incumbent is exposed to weather conditions (heat, weather, cold, humidity, snow and ice).

Politics is pervasive in the work environment, causes stress and can affect the performance and cause mental fatigue.

9. WORK SCHEDULE

The incumbent may be required to work additional hours to meet deadlines. The incumbent may also be required to attend evening Council meetings.