



DYSART ET AL POSITION DESCRIPTION

POSITION: Building Inspector	
REPORTS TO: Chief Building Official	
POSITIONS SUPERVISED:	None
DATE: October 3, 2018	

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

Reporting to the Chief Building Official (CBO), the Building Inspector (Inspector) is responsible for ensuring compliance with the provisions of the Ontario Building Code and any other applicable legislation. The Inspector is designated as a Municipal Law Enforcement Officer and is responsible for ensuring compliance with Municipal By-Laws.

- In conjunction with other departmental staff, assists in the review of building and septic permit applications and plans to ensure compliance with the Municipal Zoning By-Law, the Building Code Act and other applicable laws.
- Issue building, septic or demolition permits and perform inspections as required.
- Issue occupancy permits once all requirements met and subsequently submit required data to MPAC for assessment purposes.
- Deal with building, zoning and by-law infractions from issuing warning letters, or issuing orders, to attending court on behalf of municipality.
- Assist the public with inquires at the front counter, or by phone or e-mail, regarding building, septic, zoning and by-law enforcement.
- Liaise with Roads, Fire and Planning Department as necessary to coordinate building and site inspections related to setbacks, sprinklers, water supply, entrance permits, fire routes, etc.

PART II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Education:

- The incumbent must have strong administrative and communication skills.
- The incumbent must be able to deal with the public in a polite and courteous manner.
- The incumbent must show a willingness to exceed regular scheduled hours of work, on occasion.
- The incumbent must be able to interpret policies, regulations, acts and guidelines relating to building, septic, water and by-law enforcement.
- The incumbent must be proficient with Microsoft Office software (especially Word and Excel)

- The incumbent must be willing to become proficient with CityView to obtain information and record inspection data.
- The incumbent must be comfortable using smart phone technology.
- The incumbent must have a demonstrated ability to deal with the public in a polite and courteous manner and be able to manage conflict well.
- The incumbent must have a valid class G driver's license.

Experience/Training:

- Three (3) years' experience in progressively responsible, related position.
- Has earned and maintained necessary qualifications through the Ministry of Municipal Affairs and Housing, or is able to obtain within a reasonable time period. Necessary qualifications include the following categories: House, Small Buildings, Plumbing All Buildings, Building Services, Building Structural, Large Buildings, On-Site Sewage Systems and General Legal/Process.
- Experience working in the building trades would be beneficial to support the need for familiarity with all aspects of the building process.
- Knowledge of the Planning Act, Municipal Act, Building Code Act, and Municipal By-laws, including the Municipal Zoning By-law, is required.

Working Conditions:

- Administrative role – regular hours Monday to Friday at Administrative Office – 40 hours per week
- Operational role - work is sometimes performed outdoors in a variety of inclement weather conditions and requires physical demands such as climbing, on occasion.
- Availability to respond outside of normal working hours may be required on occasion.
- Municipal vehicle provided for travel between office and building inspection location.