



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Building Inspector

CLASSIFICATION: Union, Full-time

DEPARTMENT: Growth Management Services

SALARY LEVEL: \$93,311 - \$103,703
(Grade 12; 2023 Rate)

LOCATION: Municipal Centre, 2585 King Road, King City

JOB PROFILE:

Function:

The primary responsibility of the Building Inspector is to perform all functions related to the review of applications for building permit approval and the performance of on-site inspections of buildings including structural review, plumbing systems and testing, HVAC, and sewage systems to ensure compliance with the approved drawings and the *Ontario Building Code*. The Building Inspector will maintain accurate and comprehensive records of all inspections, prepare letters and reports, issue Orders to Comply, and attend Provincial Court, as required. Monitors, promotes, and ensures maintenance of Provincial, Regional and Municipal Legislated Standards for Health and Environment by enforcement of the *Ontario Building Code*. Prevents, decreases, and eliminates health hazards associated with substandard and/or malfunctioning private waste disposal system.

Reports to:

- Chief Building Official

Supervision Responsibilities:

- None.

Duties and Responsibilities:

Plan Review and Field Inspection:

- Reviews building plans and carries out inspections to ensure compliance with the *Ontario Building Code* of new building construction, additions, and renovations.
- Directs changes as required and notifies all appropriate parties of required changes.
- Maintains field notes.
- Examines permit applications including blueprints and specifications of buildings

and private waste disposal systems for compliance to municipal and provincial laws; advises applicants of any deviations from regulations and recommends corrective action; prepares building permits for issuance, as appropriate.

- Selects and applies suitable mathematical methods or formulas to conduct statistical analysis to develop conclusions and/or solve problems.
- Evaluates draft plans of subdivision in un-serviced areas and ensures conformance with subdivision agreements with regards to private waste disposal systems.
- Responds to enquiries from the general public, contractors, designers, architects, engineers, councillors, and other stakeholders, regarding interpretations of by-laws, regulations and municipal and divisional policies and procedures. Conducts meetings with the interested parties regarding the above. Resolves conflict and offers possible solutions to ensure compliance.
- Completes inspections related to the Township's Sewage System Maintenance and Inspection Program (SSMIP).
- Conducts sanitary surveys in problem areas.
- Reviews hydro-geological studies related to specific proposals.
- Implements and meets the objectives set out in the *Ontario Building Code* for the Sewage System Maintenance Inspection Program.
- Prepares and gives evidence in court on the *Ontario Building Code* and other building regulatory matters and gives presentations at the Building Code Commission in matters of disputes over *Building Code* interpretation.
- Performs investigations regarding complaints with respect to *Building Code* violations.
- Assists in investigations regarding complaints with regards to zoning by-law infractions and other non-compliant by-laws.
- Responsible, as an employee, for health and safety under the *Occupational Health and Safety Act* (OHSA). This includes, but is not limited to:
 - Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using (M)SDS information, ensuring all guards are in place, when applicable).
 - Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC or a health and safety representative.
- Liaises with other divisions, agencies, and levels of government.
- Represents the division at pre-consultation meetings.
- Provides advice/guidance/training/assistance to junior staff as assigned and/or as necessary.
- Performs on-site inspections on buildings under construction, issuing various orders ensuring compliance with the *Ontario Building Code and Act*.

Administration:

- Prepares and files inspection reports.
- Answers correspondence and notifies owners of any building infractions or deficiencies.

- Prepares examiners' notices and documents examination details. Inputs and updates divisional permit tracking database/program.
- Prepares and issues orders for compliance; follows up on orders issued.
- Completes inspection report forms and/or written reports of installations found to be either defective or not conforming to standards; performs follow-up inspections to ensure deficiencies have been corrected.
- Assists in maintaining Building Division policies and procedures, as required, to maintain accreditation in the American Public Works Association (APWA).
- Reviews inspection reports to confirm that work is completed in accordance with pertinent regulations and municipal policies and procedures.
- Investigates complaints concerning permits and recommends remedial action and/or issues work orders, as appropriate.
- Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary Departmental objectives.

Education/Experience:

- College Diploma in Civil Engineering Technology, Architectural Technology, Construction Engineering, or equivalent trade experience is required. Successful completion of a three (3) year technology course leading towards a Certified Engineering Technologist Certification or a university degree in a related and applicable field.
- Membership with Professional Engineers Ontario, the Ontario Association of Certified Engineering Technicians and Technologists, the Ontario Association of Architects, or another recognized professional accredited association, is an asset. A CBCO certification from the Ontario Building Officials Association (OBOA) is also an asset.
- Must be eligible for membership OBOA.
- Must be a registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH).
- Thorough understanding of the *Ontario Building Code* and *Act*.
- Qualifications in the following categories as defined under Part 3 of the *Building Code*:
 - Plumbing – all buildings;
 - House; HVAC – House;
 - Small Buildings;
 - On Site Sewage Systems;
 - Large Buildings;
 - Complex Building;
 - Building Services; and
 - Building Structural.
- Knowledge of construction techniques to carry out inspections and determine inadequacies relative to building standards.
- Knowledge of the *Planning Act* as it pertains to the Official Plan, zoning by-law, and minor variance matters.

- Knowledge of site grading and drainage, ability to read plans including engineering and drainage plans.
- Knowledge of the *Provincial Offences Act*, court system, service orders, concept of due process, and preparation of crown briefs.
- Knowledge of NFPA as related to OBC regulations.
- Thorough knowledge of all pertinent provincial and municipal by-laws, regulations, and statutes.
- Computer literate in Microsoft Office software, permit/record tracking database systems, and web-based Customer Service Request systems.
- Ability to write clear, concise reports and letters.
- Ability to work well autonomously or within a group or team environment.
- Ability to work with difficult and abusive persons to de-escalate and protect the health and wellbeing of staff while delivering a professional and respectful service as an employee and representative of King Township.
- Demonstrated ability to exercise discretion and judgement when handling confidential, sensitive and/or controversial information and maintains a high standard of public relations at all times.
- Ability to interpret soil reports, grain size analysis, hydro-geological submission, chemical and bacteriological analysis of water.
- Class "G" driver's licence in good standing.

Conditions of Employment:

- Works involves mental and visual concentration with frequent interruptions.
- Excellent analytical, report writing, verbal communication and interpersonal skills required, along with good time management skills.
- Ability to apply the *Occupational Health and Safety Act* and Regulations relevant to workplace safety.
- Maintains and updates current knowledge, skills, and professional certification to meet organizational and provincial standards.
- Must be able to work minimum supervision.
- Must be able to deal effectively with the public, land development professionals, government agencies, lawyers, and staff at all levels.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____