



Making life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Development Senior Inspector

CLASSIFICATION: Union, Full-Time

DEPARTMENT: Growth Management Services

SALARY LEVEL: \$88,306.40 - \$98,134.40
(Grade 11; 2024 Rate)

LOCATION: Municipal Centre, 2585 King Road, King City, ON

JOB PROFILE:

Function:

Reporting to the Manager of Development Services, the Development Senior Inspector is responsible and accountable for the progress, compliance and final approval of all Development Services issued permits and approvals and supports the Planning Division for progress and compliance of planning approvals.

Reports to:

- Manager of Development Services

Supervision Responsibilities:

- None

Duties and Responsibilities:

- Responsible and accountable for progress, compliance and final approval of all Development Services issued permits and approvals.
- Responsible and accountable for the release of all security deposits associated with Development Services permits and approvals.
- Development Services issued permits include but are not limited to: Pool, Hard Landscaping Exemption, Entrance and Site Alteration.
- Development Services approvals include but are not limited to: single-family dwelling, accessory structure and addition building permit lot grading.
- Support the Planning Division for progress and compliance with the following planning approvals: Site Plan Approval, Committee of Adjustment, and Oak Ridges Moraine.
- Responsible and accountable to prepare for and perform interim and final site inspections. Documents inspections, coordinates with the property owner for compliance and maintains all relevant files and records.

- Responsible and accountable for coordination and approval of all site alteration and entrance contravention remediation site works. This includes procurement of contractors and consultants in accordance with Township By-law's and Policies.
- Coordinates with the Lake Simcoe Conservation Authority and Toronto Region Conservation Authority, as necessary.
- Prepares for and documents site and virtual meetings.
- Interprets approved engineering and zoning approved drawings and permit/agreement conditions.
- Ensures that all construction activities are carried out in accordance with approved permit/agreements and all applicable standards and municipal by-laws.
- Works with Property Owners for non-compliance resolutions and coordinates with the By-law, Building and Planning Divisions as necessary.
- Investigates concerns from property owners regarding lot grading and drainage, and coordinates with the By-law Division as necessary.
- Assists preparing documentation to support By-law investigations.
- When required to, takes measurements, and performs basic surveys associated with permit/agreement compliance.
- Assists with the review of lot grading and committee of adjustment applications as necessary.
- Performs other duties as assigned.

Education/Experience:

- Community college diploma in Civil Engineering Technology or work experience demonstrating a minimum of five (5) years of related experience.
- Minimum of seven (7) years of construction experience including a minimum of three (3) years of supervision of project administration experience.
- Experience with zoning and municipal by-laws.
- Experience with municipal standards, OPSS, OPSD, Ontario Building Code, Occupational Health & Safety Act, and other applicable legislation.
- Construction, zoning, and municipal by-law experience to perform final inspections and security deposit release.
- Excellent analytical, report writing, verbal communication and interpersonal skills required, along with good time management skills.
- Excellent team building skills.
- Knowledge of surveying.
- Computer literate (Microsoft Office, GIS applications, Cityview)
- Valid Class "G" driver's license in good standing.

Conditions of Employment:

- Ability to perform final inspections and investigation of lot grading and drainage concerns.

- Ability to obtain non-compliance resolution from property owners.
- Ability to coordinate independently with the By-law, Building and Planning Divisions.
- Must be able to work with as part of a team and with minimal supervision.
- Ability to meet service delivery timelines.
- Ability to provide excellent customer service.
- Works involves mental and visual concentration with frequent interruptions.
- Must be able to work effectively with property owners, builders, contractors, engineers, provincial, regional and township staff at all levels.
- Valid class "G" driver's licence in good standing.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____