



**Internal/External Posting
Building Inspector**

Loyalist Township is a growing community of over 15,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following permanent full-time position:

File No: LT-26-2017 Building Inspector
Hours: 35 hours per week
Salary: \$35.21 per hour
Closing: March 31, 2017, 4:00 p.m.

Please submit cover letter and résumé clearly indicating how your skills and experience are aligned with the position expectations and is marked with the file number to: jobs@loyalist.ca. For more information regarding this position, including required qualifications, please refer to job description below or visit our website at www.loyalist.ca under the Employment section. A detailed job description is below.

As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail info@loyalist.ca. The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at jobs@loyalist.ca.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.

LOYALIST TOWNSHIP
JOB DESCRIPTION

Position Title: Building Inspector/By-Law Enforcement Officer
Reports To: Supervisor, Building Services
Department: Planning and Development
Category: Permanent Full-time
Effective Date: March 6, 2017

Position Summary

The Building Inspector will report to the Supervisor, Building Services, and will be required to perform Building and Development Department issue functions for the majority of his/her time. The Building Inspector must comply with the approved Municipal Code of Conduct and the Supplementary Code of Conduct for Building Inspectors and the Chief Building Official.

Under the direction of the Chief Building Official, the Building Inspector/ Bylaw Enforcement Officer is responsible for the enforcement of the Building Code Act, provincial codes, building by-laws, property standards by-law and all other by-laws of Loyalist Township relating to the construction, maintenance of buildings, signs, fences, etc., on private property.

Minimum Qualifications

- Minimum Grade 12 education and a post-secondary diploma for a technologist or technician program in an architectural/building/engineering-related field;
- Must have the following qualifications (as required under the Ontario Building Code):
 - General Legal/Process or Powers and Duties of a CBO
 - House
 - Plumbing – All Buildings and Plumbing House
 - HVAC – The House
 - Small Buildings
 - Large Buildings
 - Complex Buildings
 - Building Services
 - Building Structural
- A minimum of three years' experience in a municipal building department, building related and/or relevant construction environment;
- Thorough knowledge of the Building Code, the Building Code Act and applicable laws;
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check);
- Required to possess and maintain valid Class "G" driver's license, with a clean driving record and access to private vehicle.

Specific Skills, Abilities and Knowledge

- Strong customer service mindset and communication skills to handle daily interaction with the public;
- Experience in dealing with the public and the management of files and records is an asset;
- Must be able to work independently and within a team environment;
- Strong computer skills for use of Microsoft Suite (Word, Excel, Outlook) and web based applications;
- Solid communication skills both verbal and written for records keeping and documents review;
- Demonstrated ability to problem solve and be adaptable to changing environments and processes;
- Good working knowledge of the Occupational Health and Safety Act and regulations;
- Willingness to attend job related educational courses, seminars, etc., as required;
- Superior ability to read and understand plans, details, specifications and required building construction and civil engineering/architectural drawings;
- Strong ability and focus on attention to detail, particularly with regard to plans and drawing review and inspections;

Duties and Responsibilities

- Under the direction of the Planner/Chief Building Official, be responsible for the enforcement of the Township's Zoning By-law;
- Responding to building related enquiries made by the public, the construction industry, other municipal departments, etc.;
- Reviewing plans for conformity with zoning, building and plumbing by-laws and all other applicable laws;
- Issuing permits, collecting and remitting fees to the Director of Finance;
- Making inspections and enquiries as necessary, to ensure conformance with the Building Code, the Township's Zoning and other by-laws and approved plans, agreements and specifications;
- Instituting proceedings for prosecutions of persons or companies contravening the Building Code Act, or any other codes or municipal by-laws;
- Responding to property standards enquiries;
- Completing development-related inspections as assigned by the Director of Planning and Development Services;
- As required, circulating building permit applications to Emergency Services, Engineering and/or Planning departments and outside agencies to determine matters of applicable law;
- Assisting other Township staff by delivering municipal correspondence, mail, banking, etc., and delivering and posting notices as directed by the Director of Planning and Development Services;
- Perform other duties as assigned.