



## A Natural Attraction

City of Quinte West

### Job Description

Position: Building Inspector  
Department: Planning and Development Services  
Reports to: Chief Building Official

#### Purpose and Scope:

The Building Inspector is responsible for site inspections, examining and recommending for approval, or rejection, applications for building permits based on plans and specifications submitted in compliance with the Ontario Building Code Act, the Ontario Building Code and referenced standards, within a geographic area or on an assigned project basis. The Building Inspector is also responsible for the enforcement of the Property Standards, Cross Connection, Back Flow Prevention and Sign By-laws within a geographic area or on an assigned basis.

#### Duties and Responsibilities:

The position will:

- Be responsible for receiving, reviewing and recommending for approval, building, demolition, on-site septic, sign and plumbing permits ensuring compliance with applicable law.
- Participate as required regarding consultation with architects, engineers and property owners contractors regarding proposed development in the municipality.
- Conduct field inspections to ensure that all permits comply with the Ontario Building Code and Ontario Building Code Act.
- Prepare detailed inspection reports on each project.
- Assist the Chief Building Official with the preparation and submission of reports to the Federal, Provincial and Municipal Governments on permit and

By-law activity to enable all levels of government to monitor development activity.

- Assist the Chief Building Official with the preparation and submission of reports to the Planning and other City departments on the suitability of proposed building site to support development, including on-site septic systems.
- Assist with maintaining records and files relative to the Building, Plumbing, On-site Septic and Cross Connection and Back Flow Prevention and Property Standards functions.
- Maintain continuous visual checks for unauthorized work; illegal infractions against By-laws and contravention to regulations and report on the same.
- Prepare correspondence and carry out inspections for dealing with infractions against Ontario Building Code and Ontario Building Code Act, the Property Standards By-law, Sign By-law, Cross Connection and Back Flow Prevention By-law and take corrective action in accordance with the Code and By-laws as required.
- Assist with the preparation of evidence for court cases and act as a witness as required, particularly, act as a key witness on behalf of the City in court cases involving interpretation of Ontario Building Code and Ontario Building Code Act, Property Standards By-law, Sign By-law, Cross Connection and Back Flow Prevention By-law.
- Conduct field inspections to ensure compliance with site plan and subdivision agreements.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: The Chief Building Official, Director of Planning and Development, Senior Building Inspector and other City Staff.

External: The general public, Provincial and Federal government staff and agencies, developers, contractors, property owners, Engineers and Architects.

## Education/Specialized Training/Skills:

The position will require:

- Three (3) year college Diploma in Architecture, Engineering Technology or Building Sciences or a related field.
- Certified Building Code Official designation.
- Certification and registration in the following Provincial categories of Qualifications:
  - a) House
  - b) Small Buildings
  - c) Large Buildings
  - d) Complex Buildings
  - e) Building Structural
  - f) HVAC – House
  - g) Building – Services
  - h) Plumbing – House
  - i) Plumbing – All Buildings
  - j) Fire Protection
  - k) Legal – General
  - l) On-Site Septic
- Thorough knowledge of the Ontario Building Code Act, the Ontario Building Code and referenced standards, Provincial Offences Act and related legislation.
- Qualification maintenance as required by Ontario Building Code Act and the Ontario Building Code.
- Training in Ontario Municipal Law Enforcement and Ontario Property Standards.
- Ability to conduct investigative inquiries under potentially sensitive situations.
- Effective communication skills, both verbal and written, and strong personal organizational capabilities.
- Thorough knowledge of construction materials and techniques.
- Valid Ontario Driver's Licence with a clean driver's abstract.

## Work Experience:

A minimum of five (5) years related experience is required.

## Decision Making:

Decisions pertain to recommending approval or rejection of building, plumbing, sign, on-site septic and/or demolition permits to the Chief Building Official and/or the Senior Building Inspector. On site approval or rejection of construction based on the Ontario Building Code Act and the Ontario Building Code and referenced standards, with complex or questionable situations referred to the Chief Building

Official. Final legal decisions regarding legal action are made in consultation with the Chief Building Official.

Supervision:

Not applicable.

Work Environment:

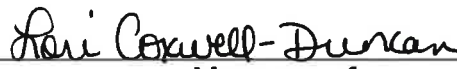
- Work in an office environment.
- Regular outside work is required.

  
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Chief Building Official

Oct 25/16  
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Date

  
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Director of Planning & Development  
Services

Oct 27 /2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Manager of  
Human Resources

Oct. 31, 2016  
\_\_\_\_\_  
Date