



Building Inspector I (Residential/Small Buildings) – 1 Regular Full-Time Position Planning & Development Department

The Town of Milton is seeking a dynamic building code professional with a passion to protect the health, welfare and safety of occupants, contents and buildings in the Town of Milton. As one of the fastest growing municipalities in Canada, with one of the youngest and most diverse populations, Milton is a unique blend of old and new. Nestled into the base of the Niagara Escarpment, Milton has both urban and rural characteristics and offers the opportunity to be part of a variety of gratifying construction developments. If you are a dedicated, team-oriented individual who is excited by the opportunity to build a complete community, this could be the employment opportunity for you!

Position Summary

The Planning & Development Department, Building division is accepting applications for one (1) regular full-time Building Inspector I position. Reporting to the Coordinator, Building Inspections this position is responsible for compliance inspections of various stages of construction of all residential, small commercial and small industrial building systems, works, fixtures and service systems appurtenant to buildings regulated by Part 9, Division B of the Ontario Building Code (OBC). This position is also responsible for area surveillance.

Major Job Responsibilities

- Performs inspection and enforcement services for:
 - a) The construction, extension, material alteration, repair, demolition or the change of use of all residential, small commercial and small industrial buildings systems, works, fixtures and service systems appurtenant to buildings (excluding buildings regulated by Part 3, Division B of the OBC) and any accessory buildings thereto, with a building area not more than 600m² and not more than 3 storeys in building height, as an appointed inspector under the Building Code Act
 - b) All unsafe buildings and buildings damaged by fire, wind, snow, earthquake, collision, impacts, etc. (excluding buildings regulated by Part 3, Division B of the OBC) as an appointed inspector under the Building Code Act
 - c) Preparation, issuing and posting of orders pursuant to the Act; prepares prosecution fact sheets and attends court in legal proceedings as a witness for the Town
 - d) Complaints related to items (a) to (c) above
- Organizes and prioritizes inspection requests, provides deficiency list to builder/contractor and enters inspection results into the database system for the purpose of maintaining accurate and current inspection records
- Provides back-up for other Building Inspection disciplines as required
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act
- Performs other duties as assigned in accordance with Department objectives

Education and Experience

- Post-secondary Diploma or Degree in Architectural or Engineering Technology
- Two (2) to four (4) years of experience in conducting inspections of buildings to confirm compliance with regulations
- Registered or eligible for membership in a related professional association
- Eligible or working towards membership as a Certified Building Code Official
- Required Ministry of Municipal Affairs and Housing qualifications in the following categories:
 - a) General legal/process
 - b) Small Building
 - c) Plumbing – All Buildings
 - d) Building Services
 - e) Building Structural
- Detailed working knowledge of the Building Code Act, all parts of the Ontario Building Code and other building-related legislation/regulations/by-laws and related inspection processes; traditional and contemporary issues in the building industry; building design and construction principles; municipal government; the Occupational Health and Safety Act; and related construction regulations
- Demonstrated ability to read and interpret building plans with respect to architectural design, structural systems, plumbing systems, heating systems, fire safety systems
- Excellent knowledge of building construction methods to evaluate the construction of structural, mechanical, and fire safety provisions
- Proficient in Windows based software including Microsoft Office applications (Outlook, Word, Excel, PowerPoint); experience with permit and inspection tracking software (AMANDA) is considered an asset
- Strong interpersonal, communication, public relations and customer service skills
- Excellent organizational and time management skills with the ability to prioritize and multi-task
- Ability to research, analyze, problem solve, mediate and coordinate inspections
- A valid Ontario Driver's License with a driving record that demonstrates responsible/safe driving behavior as use of a personal vehicle is required
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to submit a Criminal Records Check with Vulnerable Sector Screening upon employment.

Salary Range: \$60,822 - \$76,028

Interested applicants should apply online at www.milton.ca under the Careers section by **midnight on May 9, 2017**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.