

Position:
Municipal Building Official 1

Status:
Regular, Full Time

Competition Number:
17-67

Pay Band:
G

Salary/Hourly Range:
\$63, 650-\$79,562

Hours of Work:
35 hours/week

Division:
Building Standards

Department:
Integrated Planning & Public Works

Work Location:
Waterloo City Hall

Position Description:

An opening exists within the Building Standards Division of the Integrated Planning & Public Works Department for a full-time Municipal Building Official I to undertake the responsibilities of an inspector as defined in the Building Code under the supervision of the Chief Building Official. The role entails reviewing construction plans and specifications, as well as the inspection of Part 9 Buildings and on-site septic systems for compliance with the Building Code Act, the Building Code and other applicable law as defined in the Code.

Accountabilities:

- Inspect construction plans for bylaw and building code compliance and confirm compliance with applicable zoning bylaw
- Inspect construction for compliance with approved drawings and applicable codes
- Issue orders as needed to gain compliance on code deficiencies
- Inform permit applicants, design professionals, builders, etc. of any code deficiencies and resolve same
- Schedule inspection requests as well as enter inspection results and re-schedule inspections in the field using AMANDA
- Answer building code inquiries from design professionals, builders and the general public
- Verify all applicable approvals from other levels of government and authorities
- Maintain subdivision documents including registered plans and subdivision agreements
- Provide assistance to inquiries relating to the building permit and inspection process
- Research code related matters

Minimum Qualifications:

- Building Code Act Qualifications – Must be qualified under the Building Code Act in the following categories – Legal General, Small Buildings, Plumbing All Buildings, Building Services, On-Site Septic
- Post-secondary diploma in Construction Engineering or Architectural Technology or equivalent combination of education and experience
- Minimum three (3) years related municipal experience in Part 9 residential and nonresidential buildings
- Ability to analyze code matters by developing solutions based on a consideration of existing and acceptable practices and their application
- Familiar with statutes and regulations defined as applicable law under the Building Code Act
- Comfortable inspecting on site and equally comfortable reviewing plans in an office environment
- Experience in issuing orders and preparing for court
- Ability to switch focus and respond to the demands of the permit flow, customer inquiries or administrative demands
- Excellent interpersonal, communication and listening skills to identify problems and solutions and to deal effectively with varied customer base
- Strong customer service skills to deal effectively with internal and external customers
- Energetic, motivated person who can work in both team situations and independently
- Excellent organizational and record keeping skills. Knowledge of AMANDA considered an asset
- Demonstrated ability to manage new technology and software systems
- Must hold a valid Class “G” license with a good driving record
- A satisfactory Police Information Check will be required as a condition of hire

Online Application Process

Interested and qualified candidates must submit their resume through the online application process. For posting and application details please visit www.waterloo.ca/careers/

Job Eligibility

All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting.

The City of Waterloo is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.