



Township of Southgate Employment Opportunity

Building Inspector

The Township of Southgate invites applications for the full time position of Building Inspector. The successful applicant requires strong administrative, communication and time management skills, with core experience and knowledge of the construction industry, the Ontario Building Code and Inspection.

Reporting to the Chief Building Official, the Building Inspector is responsible for the statutory duties of the Building inspection compliance under the Ontario Building Code Act. As a Building Inspector you will ensure that all building construction within the Township of Southgate also conforms and compliance all applicable legislation and municipal by-laws. A Building Inspector is expected to be able to work independently with a wide range of knowledge of legislation, codes, by-laws and regulations that govern building and development. The overall responsibility as a Building Inspector is to represent the Township to provide oversight of building construction by looking out for the health and safety of the public.

For a copy of the complete job description and qualifications required, please visit the Employment Opportunities section of our website at www.southgate.ca. To apply, please forward your resume and cover letter to the attention of David Milliner, CAO by 2:00 P.M. on Monday April 30, 2018 or by email to employment@southgate.ca

The ideal candidate will possess:

- College diploma in building construction field or equivalent combination of education and experience.
- Certification and Provincial Building designation & qualification with the Ministry in order to review applications, issue permits and complete inspections would be an asset.
- Working knowledge of the Building Construction industry.
- Red Seal Carpenter certification would be an asset.
- 5 years work experience in Building Inspection and/or the building construction industry.
- Working knowledge in Microsoft Office.
- Skilled in use of computers and data management reporting.
- Strong organizational and communication skills.

Closing Date: Monday, April 30, 2018 at 2:00 p.m.

Salary range: \$59,321.60 to \$67,412.80 (40 hrs. per week)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.
The Township of Southgate is an equal opportunity employer.*

Township of Southgate

Job Description

| | |
|---|---------------------------|
| Date of Update: April 4, 2018 | Building Inspector |
|---|---------------------------|

Section A: Position Description

1) Position Identification

| | |
|--|--|
| The purpose of this section is to determine your current position within the organization. | |
| Name: | Supervisor's Name: |
| Job Title: Building Inspector | Supervisor's Job Title: Chief Building Official & By-Law Enforcement |
| Standard hours of work per week: 40 hours per week | Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes |
| Location of Position: Hopeville Office | Department/Division: Protection & Inspection |
| Employment Status: Full Time Salaried Position | Pay Band: 9 |

2) Scope of Position (A maximum of three sentences.)

The Building Inspector is responsible for providing assistance to the Chief Building Official and the delivery of Building Inspection Services for duties legislated under the Ontario Building Code Act. A Building Inspector is expected to be able to work independently with a wide range of knowledge of legislation, codes, by-laws and regulations that govern building and development. The overall responsibility as a Building Inspector is to represent the Township to provide oversight of building construction by looking out for the health and safety of the public.

Work Hours: 8:00 am to 4:30 pm

| Key Responsibilities | Tasks | Percent of Time |
|---|--|-----------------|
| Program Services | <ul style="list-style-type: none"> - Perform plans examination using the Building Code, by-laws, Farm code and any other legislation for compliance. - Administers and enforces the Ontario Building Code Act, relevant to provincial regulations and municipal by-laws pertaining to construction compliance with all applicable law. - Represents the Township with the general public, builders, developers, engineers, consultants and others on a regular basis to answer technical questions about building, zoning and general planning. - Maintains skills and knowledge at a high level by taking training through courses, seminars, workshops and selected reading. - Perform other related duties as required by the Building Department and the Chief Building Official (CBO). - Responsible, as an employee, for proper occupational health and safety practices. | 20% |
| Inspections | <ul style="list-style-type: none"> - Site inspections as required through the building permit construction process and Ontario Building Code. - Complete document reporting on all inspections and maintain proper files by customer permit. - Inspects all phases of building construction. - Inspection of initial water and sewer property connections. - Inspects septic installations to ensure compliance. - Ensures proper inspections documents on file for each permit issued. - Ensuring all municipally owned facilities are in compliance with the Building Code and all other applicable legislation and municipal practices and procedures. - Enforce all By-Laws passed under Planning and Municipal Act related to noise, property standards and zoning compliance. - Encourage voluntary compliance with legislation to resolve issues without the need for prosecutions and court action. | 65% |
| Permit Review in the absence of the CBO | <ul style="list-style-type: none"> - Reviews permit applications for zoning compliance, conservation authority jurisdiction, and compliance with Nutrient Management Act, MDS calculation, subdivision and development agreements and determine if application is complete including Ontario Building Code documentation. - Performs plans examination using the Building Code, by-laws, Farm code any other legislation for compliance. - Advise permit applicants of missing documentation and/or non-compliance with the zoning by-law, Building Code and other applicable by-laws. - Participates in the administration and enforcement of Provincial Statutes and Codes, By-laws, agreements, including but not limited to zoning, building, fencing, development charges, site plan control, etc. | 10% |
| Other | <ul style="list-style-type: none"> - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e. contact with public). - Operate as an employee within confines of Southgate policies and procedures. - Consider risk management, liability control and due diligence in all decision making related to inspections and approvals of building permits. - Responding to public enquiries in a timely manner. | |

Section B: Skills

1) Formal Education and External Training

| Highest level required | Specific Specialty or Degree? (List) |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses | <p>Complete a college program in architectural or engineering technology</p> <p><u>Building Qualifications:</u> Building Services, Building Structural, Complex Buildings, Detection, Lighting and Power, Fire Protection, House, HVAC House, Large Buildings, On-Site Sewage, Plumbing all Buildings, Plumbing House and small buildings. Powers & duties of the Chief Building Official</p> |
| <p><input checked="" type="checkbox"/> License or Professional Designation</p> <ul style="list-style-type: none"> • C.B.C.O. Certification and Provincial designation & qualification • Certification –Certified with the Ministry in order to review applications, issue permits and inspections. | |
| <p>Is it a requirement of your job to keep “up-to-date” by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | |
| <p>Discussion: Other Courses as required.</p> | |

2) Required On-The-Job Training

| Specific Internal Training | Months to Complete |
|--|---|
| <ul style="list-style-type: none"> - O.B.O.A. Training & Membership - O.B.O.A. Chapter Meetings - Ministry Training Course and Exam - Provincial Certification of Qualification in Code Proficiency. | <p>Annually</p> <p>Annually</p> <p>Annually</p> |

3) Work Experience

| | Minimum Years Required |
|--|--|
| <ul style="list-style-type: none"> - Work experience as a building inspector and / or CBO in a municipal setting. - Experience in the building construction industry. - Hold a Red Seal Carpenter designation | <p>2 years would be an asset</p> <p>5 years of experience would be an asset</p> <p>Would be an asset</p> |

4) Other Key Skills:

| | |
|---|--|
| <ul style="list-style-type: none"> - Good organizational skills. - Ability to schedule priorities and manage time. - Strong ability to work under pressure, manage multiple tasks/projects and function effectively in a high volume workplace with constant deadlines. - Problem solving and conflict management skills. - Good communication and interpersonal skills. - Good report writing skills. - Good computer literacy skills. - Ability to read and understand plans, blueprints, building drawings and specifications, and knowledge of construction techniques and systems. | |
|---|--|

5) Key Relationships (Contacts)

| Internal Contacts | Frequency | Purpose | Method |
|----------------------------------|--------------|-----------------------|--------|
| Co-workers (my dept.) | Frequently | Keep things on track. | Verbal |
| Co-workers (other dept.) | Occasionally | | |
| Supervisor (my dept.) | Frequently | | |
| Supervisor (other dept.) | Seldom | | |
| Depart. Head (my dept.) | Frequently | | |
| Depart. Head (other dept.) | Occasionally | | |
| Staff in other municipalities | Occasionally | | |
| CAO | Occasionally | | |
| Ratepayers | Frequently | | |
| Children/Students | N/A | | |
| Seniors | N/A | | |
| Supplier | Seldom | | |
| General Public (Not residence) | Occasionally | | |
| Business representatives | Seldom | | |
| Consultants, Engineers, Planners | Occasionally | | |
| Conservation Authority | Occasionally | | |
| Auditors | N/A | | |
| Solicitors | Seldom | | |
| Funding Organizations | N/A | | |
| Government Officials | N/A | | |
| Boards | N/A | | |
| Council (your own) | Seldom | | |
| Council (other municipalities) | N/A | | |
| Media | N/A | | |
| Ratepayers Groups | N/A | | |

Interpersonal skills:

- Extending common courtesy;
- Handling complaints and working cooperatively;
- Responding to basic needs and dealing with customer requests;
- Identifying issues and dealing with customer concerns;
- Resolving customer conflicts (minor);
- Advising;
- Negotiating and communicating in situations.

6) Decision Making

- Responsible for decisions concerning daily inspection activities.
- Ability to maintain periods of high concentration and intensity to interpret legislation, and be able to research and interpret regulations.
- Must be able to interpret "intent" of all by-laws.
- Good ability to exercise tact, discretion and confidentiality.
- Using common sense and having extensive knowledge of the building code.
- Blends theoretical knowledge with practical know how without compromising building standards.
- Applies judgment to problems arising from building problems in a variety of large and complex building projects.
- Decision making involves applying rules fairly to all situations.

7) Problem Solving Responsibilities

- Must be able to determine if construction meets intent of Ontario Building Code.
- Must be able to determine path of planning application.

8) Equipment & Technology Utilized

- Computer.
- Laser level.

Section C: Responsibility

1) Program Delivery

- Administer and enforce the Ontario Building Code Act, relevant provincial regulations and municipal by-laws pertaining to construction ensuring compliance with all applicable law.
- Maintain good working relationships with contractors, property owners and the public, explaining building requirements and promoting voluntary compliance with standards.
- Work is subject to periods of high volume and intensity associated with the complete spectrum of building assignments.

2) Impact and Accountabilities

- Accountable to the CBO for fulfillment of responsibilities.
- High potential for legal liability.

3) Supervision

| Direct Subordinates – Job Titles | Number of Staff |
|--|-----------------|
| | |
| Indirect Subordinates – Job Titles | Number of Staff |
| Administrative Assistant – Building & Finance | 0.5 |
| Provides training/instruction to others – Job Titles | Number of Staff |
| | |

4) Material and Information Resources

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| - Maintain accurate information and files. |
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5) Financial Resources

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|-----------------|
| - Collect fees. |
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Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

| Condition | 1 | 2 | 3 | 4 | 5 |
|---------------------|---|---|---|---|---|
| Sitting | | X | | | |
| Standing | | | X | | |
| Noise Exposure | | | X | | |
| Adverse Temperature | | | | X | |
| Pushing/Pulling | X | | | | |
| Lifting/Carrying | | | X | | |
| Dust | | | X | | |
| Odors | | X | | | |
| | | | | | |

2) Health & Safety Hazards

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|---|
| - Considerable portion of time spent outdoors and on construction sites where enforcement of safe work practices and public safety. |
| - Working outside in all weather conditions; must be physically capable of working varying conditions. |

Health and Safety Responsibilities

- Ensure that the provisions of the O.B.C. are met with respect to all buildings with reference to public-health, fire protection and structural safety.
- Responsibility to work safely and follow rules, training, and discipline as required.
- Must conduct work in a safe fashion on a variety of construction environments and sites.

3) Travel

- 90% within the Township and 10% to external meetings, training and conferences.

4) Driving

- 20% of work time.

5) Mental Environment

- Frequently dealing with builders, ratepayers, general public, industry personnel, internal staff and management.

Section E: Effort

1) Mental Effort

- Being able to deal with the public in all situations.
- Ability to juggle and multi task to get all assigned jobs done in a professional manner.
- Concentration, reading, accuracy, attention to detail.
- Making decisions related to building related issues for the Township in consultation with the CBO for complex issues.

2) Physical Effort

- Physically capable of working in varying conditions – outdoors and on construction sites with the potential physical hazards.
- Being able to climb around rough terrain and ladders on job sites.

Section F: Additional Information

- Valid Class 'G' Ontario driver's license is required.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____