

TOWN OF CARLETON PLACE JOB DESCRIPTION

DATE: July 2018
TITLE: Building Inspector/Plans Examiner
REPORTS TO: Chief Building Official

POSITION SUMMARY:

Examines drawings, plans, specifications and design data for all types of buildings and structures; inspects buildings and structures during construction to ensure that they conform to applicable Acts, Codes and laws; and inspects buildings for compliance to the Ontario Building Code and applicable standards. Organizes projects to upgrade municipal facilities.

DUTIES:

1. Exercises powers and performs duties under the Act and Building Code for inspection of construction at various stages to ensure compliance with the drawings, plans and specifications certified on behalf of the Chief Building Official, and to ensure they are in general conformance with the Building Code Act, the Ontario Building Code and related municipal by-laws.
2. Exercises powers and performs duties in accordance with the standards established by the Code of Conduct as per Section 7 of the Building Code Act.
3. Inspects and issues the appropriate Building Code orders in a correct, clear and concise manner whenever contraventions are found and ensures that the contraventions are corrected to satisfy the provisions of the Ontario Building Code and related by-laws all in accordance with established procedures.
4. On a complaint or request basis, inspects buildings to determine the existence of any unsafe condition(s) as defined in the Building Code.
5. May be required to inspect buildings to determine whether a building permit is required, or to determine how compliance with regulations can best be achieved.
6. Answers verbal and written enquiries regarding various regulations, policies and procedures to architects, engineers, designers, constructors, and the public.
7. Conducts plans review and coordinates and ensures that other required approvals related to plans examination are obtained prior to the issuance of those permits for which the incumbent is responsible.
8. Promptly informs the Chief Building Official of any obvious and/or implied interference from any source, regarding application of the terms of the Building Code Act.
9. Effectively presents evidence in court in accordance with established procedures as required.

10. Notes minor construction changes encountered in the field on approved plans.
11. Calculates and ensures that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law respectively.
12. Checks the estimated cost of construction and if necessary, adjusts same in accordance with the approved construction cost schedules for building permits.
13. Prepares correspondence to applicants using word processing software.
14. Reviews building plans at the counter to ensure that the appropriate information is submitted to allow the processing of permit applications.
15. Develops and maintains adequate records and files as required.
16. Conducts coordinated inspections with other departments/agencies and researches new products/materials for Building Code compliance when requested.
17. Performs other related duties as assigned by the CAO and/or the Chief Building Official, which are in keeping with the terms of this position.
18. Ensures timely and appropriate responses are prepared, including follow-up, to all public enquiries including requests for compliance letters.
19. Advises appropriate staff when replacement of all equipment and supplies used by the Building Department is necessary.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Building Official.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

Working Conditions:

The position will be scheduled to work regular office hours. However, on occasion, some overtime may be required to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted and monitored by the Chief Building Official or CAO as needed. Local travel (automobile) for inspection activities and meetings and visits to construction sites at various stages of completion will be required.

Physical Demands:

The position requires intense visual & listening skills; ability to sit for long periods of time; ability to stand for long periods of time; use of hands; repetitive physical actions; ability to walk and climb stairs or ladders, hand-eye coordination; ability to kneel, crawl, reach, twist, squat, and bend; and work under high levels of pressure or stress. Physical demands such as lifting and carrying files, reports and drawings will be required.

Environmental Conditions:

The environment may be busy, noisy. The position requires reasonable tolerance to irritants (such as dust), hazardous substances, inclement weather and untidy or unsanitary conditions that may be encountered during site inspections.

Sensory Demands:

The position requires the frequent use of a computer and other office equipment.

Mental Demands:

The employee must be able to manage the potential conflict that can occur between parties due to the nature of the work and the requirement to enforce codes and bylaws. Clients can become very upset with the direction the Building Inspector/Plans Examiner is providing.

It will be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks.

The Building Inspector/Plans Examiner could be exposed to a wide range of occupant lifestyles. The lifestyles range from destitute and at risk citizens to criminal elements, etc. Repeated exposure to these elements of society puts unique psychological and emotional demands on staff.

POSITION REQUIREMENTS:

1. Post-secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
2. Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal/Process (Chief Building Official); House; Small Buildings; Plumbing All Buildings; Large Buildings; Complex Buildings.
3. Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Fire Code, Planning Act and applicable Municipal, Provincial and Federal Laws.
4. Eligibility for membership in the Ontario Building Officials Association.
5. The ability to read and interpret construction drawings is essential.
6. Sound working knowledge in Microsoft Office (word, email), AutoCAD, GIS, and Fire Pro.
7. Excellent communication skills both orally and in writing.
8. Ability to function as a team player.
9. Ability to exercise good judgement in decision-making.
10. Continued professional learning is required for the position in all areas.
11. Work with the public, in a service oriented environment, to transfer technical information to both technical and non-technical people with tact and diplomacy.
12. Possess and maintain a valid Ontario Class "G" Drivers Licence and vehicle.
13. Working at heights, confined space awareness and trenching awareness training.

APPROVED:

Chief Building Official

Employee

C.A.O.